

COUNCIL MEETING

26 October 2022

COUNCIL MINUTE BOOK

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

+ Cllr Helen Whitcroft (Mayor)
+ Cllr Pat Tedder (Deputy Mayor)

+ Cllr Dan Adams	* Cllr Rebecca Jennings-Evans
* Cllr Graham Alleway	+ Cllr David Lewis
* Cllr Peter Barnett	+ Cllr Emma-Jane McGrath
+ Cllr Rodney Bates	- Cllr Charlotte Morley
+ Cllr Cliff Betton	+ Cllr Alan McClafferty
+ Cllr Stuart Black	+ Cllr Sashi Mylvaganam
+ Cllr Richard Brooks	+ Cllr Liz Noble
- Cllr Vivienne Chapman	+ Cllr Adrian Page
+ Cllr Sarah Jane Croke	- 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 Victoria Wheeler
+ Cllr Mark Gordon	+ Cllr Valerie White
+ Cllr Edward Hawkins	+ Cllr Kristian Wrenn
+ Cllr Josephine Hawkins	

+ Present

- Apologies for absence presented

* In attendance virtually

13/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Graham Alleway, Vivienne Chapman, Colin Dougan, Rebecca Jennings-Evans, Charlotte Morley, Graham Tapper and Robin Perry. It was noted that some councillors had joined the meeting virtually but would not be entitled to vote.

14/C Minutes

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

RESOLVED that the minutes of the meeting of the Annual meeting of the Council held on 11 May 2022 be approved as a correct record.

15/C Mayor's Announcements

The Mayor presented a compilation of the numerous events she had attended since her election in May. These events had included the Platinum Jubilee Weekend celebrations, laying wreaths at St Peter's Church, Frimley and the War Memorial on London Road, Camberley to commemorate the 40th anniversary of the end of the Falklands War, and Raising the Flag for Armed Forces Day.

The Council was advised that a Tea Dance at Camberley Cricket Club and a Murder Mystery event at Roti, Park Street would be held on 8 September 2022 and 21 September 2022 respectively, in support of the Mayor's Charity.

16/C Leader's Announcements

The Leader, Councillor Alan McClafferty, referred to the current economic situation and the support schemes the Council had introduced, along with the support granted to local charities and partners. He encouraged Members to raise awareness with residents of the assistance they could receive from these schemes.

The Council was informed about the recent Star Chamber process, which had been undertaken to identify in-year savings. The Leader reported that the £450,000 of savings required had been exceeded. In addition, future savings had been identified.

Members were updated on recent projects and achievements, including the refurbishment of Mytchett skatepark and the letting of Town Centre units. The Leader also referred to a number of other accolades achieved in the borough, including Camberley being named the top UK town winner of UK best town for business 2022 by Enterprise Nation, the new Camberley Leisure Centre achieving finalist status in the UK Active Design of the Year award, and the High Street regeneration project being shortlisted for the Chartered Institute of Highways and Transportation award for creating better places. Frimley Lodge Park and Lightwater Country Park had also been awarded Green Flag status.

It was reported that there were currently 102 active sponsors providing homes to 130 Ukrainian guests as part of the Homes for Ukraine scheme. A further 91 guests were expected to arrive in the coming weeks. On behalf of the Council, the Leader thanked the residents of the borough for the generosity they had demonstrated and paid tribute to the staff that had stepped up to the challenge to facilitate the scheme.

The Leader informed the Council about enhancements to services being introduced in response to the feedback received in the 5 Year Strategy consultation. In recognition of residents' wish to continue to make Surrey Heath even more safe, the Council would be increasing activities and working even more closely with the Police to tackle anti-social behaviour, including undertaking more joint patrols and facilitating more Joint Action Group meetings. Protecting and enhancing the environment had also been identified as a priority in the consultation. In response, a goal had been set to plant 4,000 more trees by the end of that season's planning season; this initiative would support both the Queen's Green Canopy scheme and Surrey County Council's goal to see 1.2m more trees planted in Surrey. The Council would also be increasing activities to tackle and prosecute fly-tipping.

17/C Executive, Committees and Other Bodies

- (a) Executive – 31 May, 21 June and 19 July 2022

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

RESOLVED that the minutes of the meetings of the Executive held on 31 May, 21 June and 19 July 2022 be received and the recommendation therein be adopted as set out below:

2/E Local Community Project Fund Bids

RESOLVED 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.

- (b) Planning Applications Committee – 7 April, 5 May and 9 June 2022

It was moved by Councillor Edward Hawkins, seconded by Councillor Victoria Wheeler, and

RESOLVED that the minutes of the meetings of the Planning Applications Committee held on 7 April, 5 May and 9 June 2022 be received.

- (c) Audit and Standards Committee – 25 April 2022

It was moved by Councillor Cliff Betton, seconded by Councillor Darryl Ratiram and

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 25 April 2022 be received.

- (d) Employment Committee – 6 April, 10 May and 14 July 2022

It was moved by Councillor Stuart Black, seconded by Councillor Cliff Betton and

RESOLVED that the minutes of the meetings of the Employment Committee held on 6 April, 10 May and 14 July 2022 be received and the recommendation therein be adopted as set out below:

5/EC Pay Policy Statement 2022/23

RESOLVED that the Pay Policy Statement 2022/23, as set out at Annex A to the Employment Committee agenda report, as amended, be adopted.

- (e) External Partnerships Select Committee – 7 June 2022

It was moved by Councillor Morgan Rise, seconded by Councillor Josephine Hawkins and

RESOLVED that the minutes of the meeting of the External Partnerships Select Committee held on 7 June 2022 be received.

- (f) Licensing Committee – 15 June 2022

It was moved by Councillor Pat Tedder, seconded by Councillor Valerie White and

RESOLVED that the minutes of the meeting of the Licensing Committee held on 15 June 2022 be received.

- (g) Joint Staff Consultative Group – 16 June 2022

It was moved by Councillor Sharon Galliford, seconded by Councillor Josephine Hawkins and

RESOLVED that the minutes of the meeting of the Joint Staff Consultative Group held on 16 June 2022 be received.

18/C Governance Working Group

The Council received a report from the Governance Working Group on the matters it had discussed at its meeting on 1 July 2022.

The Working Group had reviewed and made a number of recommended changes to the Scrutiny Committee Procedure Rules. The changes principally concerned updating the Call-In Protocol. A number of minor amendments had also been proposed, including updating job titles.

The Working Group had also recommended that the Procedure Rules were changed to provide that, in the event that a Committee voted to remove its Chairman, it would have responsibility for appointing a new Chairman for the remainder of that municipal year. In addition, it was proposed to require two thirds of the Committee's membership to vote in favour of this change. It was also suggested that the corresponding be made to the Committees, Sub Committees and Other Bodies Procedure Rules at Part 4, Section D or the Constitution.

The Scrutiny Committee Procedure Rules and the Committees, Sub Committees and Other Bodies Procedure Rules had been amended to state that, where a single party was acting as the administration, the Chairman of the Performance & Finance Committee and the Audit & Standards Committee would usually be chaired by a member of the opposition.

Members reviewed the amendments to the Roles of Different Councillors and, following discussion on the proposed changes to the Role of a Leader of an

Opposition Group, agreed to amend paragraph 8.1 (a) by replacing 'constructive opposition' with 'constructive challenge'.

It was moved by Councillor Alan McClafferty, seconded by Councillor Rodney Bates and

RESOLVED that

- (i) the Scrutiny Committee Procedure Rules at Part 4, Section C of the Constitution be amended, as set out at Annex A to the agenda report;**
- (ii) paragraph 2 (xii) of Council Procedure Rules at Part 4, Section A of the Constitution be removed;**
- (iii) paragraph 6 of the Committees, Sub Committees and Other Bodies Procedure Rules at Part 4, Section D of the Constitution be updated as follows:**

6.3 At any meeting of a committee, a councillor may propose that "the meeting has no confidence in the chairman." The question will, after debate, be put and if carried by a majority of at least two thirds of the councillors present, the chairman will stand down and the remainder of the meeting will be chaired by the vice-chairman or, in his or her absence (or if he or she was the chairman subject to the vote) by a councillor elected for that purpose by the meeting.

~~6.4 Following a successful vote of no confidence in the chairman, he or she will not officiate at any subsequent meeting of the committee prior to the next meeting of the Council. At that meeting, the Council will consider whether to confirm the vote of no confidence. If by a simple majority the Council decides to confirm the vote, the office of chairman of the committee will be declared vacant and a new chairman will be elected by the Council. The first item on the agenda for the next meeting will be the election of a new chairman for the remainder of the municipal year.~~

6.5 No member of the Executive will chair any meeting of the Planning Applications Committee, the Licensing Committee or the Joint Staff Consultative Group or be the vice-chairman of that Group. Where a single party is acting as the administration, a member of the opposition shall normally chair the Audit & Standards Committee.

- (iv) the Role of Different Councillors at Part 3, Section D of Constitution be updated as set out at Annex B to the agenda report, with a further amendment to paragraph 8.1 (a) to replace 'constructive opposition' with 'constructive challenge'.**

19/C Leader's Question Time

The Leader, Councillor Alan McClafferty, responded to questions from Councillors Sharon Galliford, Edward Hawkins and Sashi Mylvaganam concerning the presentation received from the Leader of Surrey County Council on the Devolution Deal for Surrey. He also responded to question from Councillor Richard Brooks concerning Local Enterprise Partnerships and the creation of unitary authorities based upon economic areas.

Questions were received from Councillor Rodney Bates about Surrey County Council's proposal to abolish its Local Committees, Councillor Liz Noble regarding the decision arising from the Star Chamber process to discontinue the Council Tax Reduction Scheme payment to the parishes, and Councillor Victoria Wheeler concerning the proposals to consult on the allocation of Gypsy & Traveller sites on areas within the Green Belt.

Mayor

**Minutes of a Meeting of the Executive
held on 16 August 2022**

+ 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 Rodney Bates, Cllr Sharon Galliford, Cllr Mark Gordon, Cllr Morgan Rise, Cllr Pat Tedder and Cllr Helen Whitcroft

32/E Minutes

The minutes of the meeting held on 19 July 2022 were confirmed and signed by the Chairman.

33/E Questions by Members

The Leisure, Culture & Community Portfolio Holder, Councillor Rebecca Jennings Evans, responded to a question from Cllr Rodney Bates about investigating car parking issues at Places Leisure, Camberley. In response to concerns raised about the issuing of penalty notices and the appeals process, she undertook to provide a written response once she had had an opportunity to discuss the matter with the Strategic Director for Environment & Community.

Following a question from Councillor Sharon Galliford concerning the Council's insurance provision in relation to harm from the effects of radiation from communications masts, the Leader undertook to circulate information on the scope of the Council's insurance policy along with the government's latest health advice associated with the masts.

34/E Ward Councillor Community Fund Grants - Criteria Review

The Executive was reminded that, at its meeting on 20 October 2020, it had agreed to introduce a Ward Councillor Grant Scheme. Members considered a report proposing amendments to the Scheme's criteria. The proposed changes were intended to realign the Scheme with its original aims, namely to enable ward councillors to help the community by providing small grants of up to £500 for important acquisitions or for direct costs towards projects that focused on local needs.

RESOLVED that the Ward Councillor Community Fund Grant Scheme be amended, as set out in Annex A to the agenda report.

35/E Community Fund Grant Scheme

The Executive considered a report seeking approval of two grant applications received for the Council's Community Fund Grant Scheme. The applications related to funding requested by Chobham Rugby Football Club to support its extensive refurbishment and modernisation project, and the installation of a Stag Statue on the A322 junction with Guildford Road/Kerria Way/Fellow Green Road, West End applied for by West End Village Society (WEVS).

Whilst concerns about the use of public money for the Stag Statue were noted, it was also recognised that the grant proposed was lower than the amount requested by WEVS and the Council had a number of other grants schemes available to support residents with food and energy payments.

RESOLVED that

- (i) £10,000 be awarded to Chobham Rugby Football Club to support the building of its new facilities plan; and**
- (ii) £1,500 be awarded to West End Village Society to support the installation of the 'Stag Statue'.**

Note: It was noted for the record that Councillor Rebecca Jennings-Evans declared that she had allocated funding from her Surrey County Council Members' Community Allocation to West End Village Society for the Stag Statue.

36/E Adoption of the Working Definition of Anti-Semitism

The Executive was informed that, at its meeting on 29 June 2022, the Equality Working Group had considered whether the Council should adopt the International Holocaust Remembrance Alliance (IHRA) definition of the following non-legally binding working definition of antisemitism:

"Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or Non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities."

The Working Group had confirmed its support of the definition and had also noted that this was part of a broader recognition of support of multiculturalism and diversity in the borough, which was supported through the Council's Equality Strategy and Annual Plan.

RECOMMENDED to Full Council that the Working Definition of Anti-Semitism (IHRA) and other minority groups, as proposed by the Equality Working Group, be adopted.

37/E Budget Supplementary Estimate - Council contribution to Collectively Camberley Limited

The Executive considered a request to make provision in the revenue budget for payments to Collectively Camberley Limited (CC), the administering body for the Camberley Business Improvement District (BID), outside of the statutorily set BID

Levy. The additional payments would contribute towards Christmas lights and additional events organised by CC across the year.

It was advised that historically the Council had made grants to CC on an ad hoc basis, in addition to the statutory levy it paid the BID in relation to its liabilities for properties within the BID area. These additional grants had often been made from previous budgets for business support and not from a single agreed budget; approval was therefore sought to put these contributions on a firmer footing to allow better budget planning by both the Council and CC. It was suggested by some Members that, in future, any additional contributions should be discussed at the time the Council was considering its vote on whether to re-elect the BID for a further term.

Members discussed exploring opportunities for further partnership working with CC, including the provision of 'pump priming' and other financial support where this delivered real benefits for local residents and the economy. It was agreed to further investigate opportunities, which would be reported back to the Executive for decision.

RESOLVED that a supplementary estimate for a base budget uplift of £15,000 to fund grant contributions to the Collectively Camberley Limited BID, outside of the ringfenced BID levy collected by the Council on behalf of the BID, be approved.

Chairman

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**Minutes of a Meeting of the Executive
held on 20 September 2022**

+ 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 Peter Barnett, Cllr Rodney Bates, Cllr Sashi Mylvaganam, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

38/E HM Queen Elizabeth II

A minute's silence was held in memory of HM Queen Elizabeth II, who had died on Thursday, 8 September 2022.

39/E Minutes

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

The Leader informed Members that he had not declared a non-pecuniary interest in relation to the decision on agreeing a supplementary estimate for a grant to Collectively Camberley Business Improvement District (BID) (minute 37/E refers), which should have been declared as he was a Director for the BID. He apologised for this omission and reported that he had been advised by the Monitoring Officer that it would not require the decision to be re-considered.

40/E Support for social inclusion charity in Surrey Heath

The Executive considered a report seeking approval to grant a lease for Men's Sheds to use the London Road Recreation Ground Pavilion, to set up a Men's Sheds for Surrey Heath. Men's Sheds was a charity that addressed loneliness in the community by creating a hub for people to meet to undertake practical tasks together rather than in isolation. It was advised that there was no group currently operating in the borough.

The Men's Shed group was seeking to enter into a five year lease arrangement with the Council to make use of the London Road Recreation Ground Pavilion to create a local group to support residents. The Pavilion was an empty community facility that had been dormant for a number of years, other than occasional use for events such as Theatre in the Park.

RESOLVED that the Council enters into a lease arrangement with the Men's Sheds registered charity group applying a community rent subsidy as outlined within the agenda report to support establishing and delivering its services.

Note: It was noted for the record that

- (i) in accordance with the Members' Code of Conduct, Councillor Alan McClafferty declared a non-pecuniary interest as he lived near to the London Road Recreation Ground Pavilion; and
- (ii) Councillor Valerie White declared that she was a member of Windlesham Parish Council which had given a grant to Men's Sheds.

41/E Surrey Heath Emergency Food Poverty Grant Scheme

The Executive considered a proposal to amend the Council's Emergency Food Poverty Grant Scheme (EFPGS) by extending its remit to include applications from not-for-profit organisations to assist with meeting fuel/energy costs when setting up a 'warm bank' type of initiative. The EFPGS had been launched in December 2020 and had awarded 5 grants to date, at a total cost of £10,400. An initial £20,000 had been agreed at the Executive meeting in October 2020 to meet local demand, and this had been increased by a further £50,000 in February 2021.

Members were informed that, in response to rising energy costs, the concept of 'Warm Banks' had recently gained national attention. Warm Banks aimed to enable people who couldn't afford heating to be invited to spend their time at no cost in heated churches, halls and other open public buildings. Plans were being developed through the Council's Community Support Working Group to enable communities to collaborate in partnership to make communal facilities available; discussions were also underway with the Watchetts Residents Group, which was working with St Mary's Church to open a Warm Bank. Organisations that were working to develop this initiative would require financial support and changing the criteria of this scheme to include fuel and food poverty would enable the Council to pro-actively provide this support to help meet some of the additional heating costs that will be incurred. It was proposed to make available up to £5,000 per application or organisation for either food or fuel. It was also proposed for the fund to be open until exhausted or 31 March 2023, whichever was earlier.

RESOLVED that

- (i) the criteria of the Emergency Food Poverty Grant Scheme be altered to accept applications from not-for-profit organisations to assist with meeting fuel/energy costs when setting up a 'warm bank' type of initiative within Surrey Heath;**
- (ii) an upper limit of £5,000 per application or organisation for either food or fuel be introduced; and**
- (iii) authority to agree any grant condition changes be delegated to the Head of HR, Performance & Communications in consultation with the Support & Safeguarding Portfolio Holder.**

Note: it was noted for the record that Councillor Rodney Bates declared that he was the safeguarding officer for St Mary's Church, one of the organisations involved in discussions regarding Warm Banks.

42/E Community Fund Grants

The Executive considered a report seeking approval of three grant applications received for the Council's Community Fund Grant Scheme. The applications related to funding requested by Frimley Cricket Club for a replacement roller; the Eikon Charity to help support Surrey Heath Youth Council's costs with hall hire and project costs for the next year; and Chobham Recreational Ground Charitable Trust for the replacement of the safety surfaces of many pieces of equipment in the children's playground in Station Road, Chobham.

Members considered the applications and discussed the application from the Eikon Charity, which had supported the Youth Council since a merger in 2016, in particular in relation to the organisation's funding structure and reserves. Whilst support for the Surrey Heath Youth Council was indicated, it was agreed to establish further information on Eikon Charity's reserves. It was also recognised that opportunities for further engagement and strengthening links with the Youth Council should be pursued.

RESOLVED that

- (i) up to £5,500 be awarded to Frimley Cricket Club to support the purchase of the new roller for the cricket green;**
- (ii) any decision to award up to £3,400 to The Eikon Charity to support the Surrey Heath Youth Council costs with hall hire and project costs for the next year be delegated to the Head of HR, Performance & Communications in consultation with the Portfolio Holder for Housing, Safeguarding & Support pending further understanding of the charity's reserves; and**
- (iii) £6,050 to be awarded to Chobham Recreational Ground Charitable Trust to undertake safety repairs to 5 play areas at the recreation ground in Station Road Chobham.**

43/E Afghan Relocation and Assistance Schemes - Wraparound Support

The Executive was reminded that the Afghan Relocation and Assistance Schemes had been launched in July 2021 and focused on those who served alongside British Armed Forces in Afghanistan and provided important support to HM's Government defence and security mission there. The Council had made an early commitment to directly support five families and had been successful in supporting them into settled accommodation in the private sector and meaningful employment.

Members were informed that the Office and South East Strategic Partnership for Migration was looking to relocate those families currently in bridging hotels into smaller units of temporary accommodation in the South East. The Home Office

had identified apartments to be used as temporary accommodation and six units of accommodation had been identified in Camberley Town Centre; these consisted of one bedroom apartments, which would hold a maximum capacity of two people. Those placed in the apartments would have been residing in the UK previously, for up to a year. The apartments would be fully funded by the Home Office and would have an allocated Home Office Liaison Officer.

It was reported that there was funding available for local authorities of £28 per day per person, which would be paid to the Council for the services provided by its Family Support Team. Separate additional funding would be allocated directly to health and social care and education to support with costs such as GPs and schooling. The role of this Council would be to support guests to focus on accessing employment, normal day to day life and help with securing longer term settled accommodation in the private rented sector.

RESOLVED that the Council participates in the Afghan Relocation and Assistance Scheme – Wraparound Support by agreeing to support families who are placed in temporary accommodation in the six units of accommodation in Camberley Town Centre through the Family Support Team.

44/E Treasury Management Outturn 2021/22

The Executive reviewed a report containing a high-level view of the treasury management performance during 2021/22, including compliance with the 2021/22 prudential indicators.

RESOLVED to note

- (i) the report on Treasury Management including compliance with the 2021/22 Prudential Indicators; and**
- (ii) the comments made in Section 7 of the agenda report by the Strategic Director Finance and Customer Services and Section 151 Officer regarding the Treasury policy and the sustainability of debt and reserve balances.**

45/E Write off of Irrecoverable Bad Debts

The Executive considered a report seeking approval to write off bad debts incurred through the non-payment of Council tax and Non-Domestic Rates. All of the debts had been subject to the relevant recovery action and tracing enquiries. The Council's enforcement agents had also been unable to recover the debts from any forwarding address obtained from the tracing undertaken and the debt was now considered irrecoverable.

RESOLVED that bad debts totalling £55,333.86 in respect of Council Tax and £64,291.21 in respect of Non-Domestic Rates be approved for write off.

46/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)
47/E	3
48/E	3

47/E Executive Working Group notes

The Executive received the notes of the Executive Working Group meetings that had taken place in the previous months.

RESOLVED that the Working Group notes be received.

48/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 annex to the agenda report associated with minute 45/E remain exempt;**
- (ii) the Camberley Town Centre Working Group notes from the meeting on 3 May 2022 remain exempt for the present time;**
- (iii) the Climate Change Working Group notes from the meeting held on 27 April 2022 be made public;**
- (iv) the Community Support Working Group notes from the meetings held on 30 March and 5 July 2022 be made public;**
- (v) the Equality Working Group notes from the meeting held on 29 June 2022 be made public;**
- (vi) the Local Plan Working Group notes from the meeting held on 26 May 2022 remain exempt for the present time;**
- (vii) the Property Investment Working Group notes from the meetings held on 6 April, 8 June, 6 July and 3 August 2022 remain exempt for the present time;**
- (viii) the Surrey Heath Villages Working Group notes from the meetings held on 13 April and 30 June 2022 be made public; and**

- (ix) 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 Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 4 August 2022

+ 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* for Cllr Graham Tapper

Members in Attendance: Cllr Paul Deach and Cllr Pat Tedder

Officers Present: Duncan Carty
Gavin Chinniah
Sarita Bishop
Julia Greenfield
William Hinde
Jonathan Partington
Melissa Turney

*Councillors Peter Barnett, Morgan Rise and Victoria Wheeler arrived part way through consideration of Application Number 21/1176. Under the terms of the adopted Constitution they were unable to take part in the deliberations and voting on that item.

14/P Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Planning Applications Committee held on 9th June 2022 be approved as being a correct record and signed by the Chairman.

15/P Planning Enforcement Performance Report

The Committee received a report summarising the work of the Council's Corporate Enforcement Service during the period 25th March 2022 to 30th June 2022.

It was reported that the Corporate Enforcement Team had investigated 51 allegations of planning breaches during the reporting period. Of these, no breaches of planning conditions had been found in 13 cases, 2 breaches had been resolved, planning applications which covered the matters under investigation had

been received in respect of 2 cases, 34 cases were pending further investigation and 4 Planning Enforcement Notices had been issued.

It was reported that resourcing continued to be an issue for the service and was impacting on the Council's ability to carry out effective monitoring work. Notwithstanding this, the Enforcement Team continued to exceed its key performance indicator target with 88% of initial site visits being completed within the target timescales in the Local Enforcement Plan.

The Committee noted the report.

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

The application was for the erection of 3 detached three bedroom dwellings with associated car parking, refuse storage and collection point and landscaping following the demolition of the existing dwelling and all associated structures.

As the application had triggered the Council's Public Speaking Scheme, Mr Steve Wright spoke in objection to the application and Mr Nicholas Cobbold, spoke in support of the application.

Members were advised that the application had been deferred to obtain further information on drainage and the following update was provided.

"The Lead Local Flood Authority (LLFA), Surrey County Council, has advised that the non-statutory technical standards for sustainable drainage do not apply for minor applications. The applicant should still follow the drainage hierarchy of disposal and implement SuDS where feasible. However, as the Applicant has not provided full details of the mitigation proposals and it was suggested that the following condition is included on the Decision Notice should permission be granted.

Suggested Condition: 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 planning authority. The design must satisfy the SuDS Hierarchy and be compliant with the NPPF and the accompanying PPG.

Reason: To ensure the development does not increase flood risk on or off site.

The Council's Drainage Engineer has discussed the matter with the LLFA and has confirmed that the level of detail within drainage conditions 18 and 19 remains suitable and no changes are proposed to these."

The Committee raised concerns about access to the rear of the properties in the event of an emergency, the adequacy of the parking provision including the possibility that the garage could be converted to accommodation at a future date increasing pressure on the site, the lack of detail in relation to the drainage of foul and storm and the increased pressure that the additional housing would place on the surrounding highways. The Committee was advised that the County Highways Authority had assessed the application and were satisfied that there would be

sufficient space to access the rear properties in the event of an emergency and that the proposed parking provision was in line with Surrey County Council's recommended parking standards. It was agreed that a condition preventing the conversion of the garage to accommodation should be added to the application.

The officer recommendation to grant the application was proposed by Councillor Betton, seconded by Councillor Hawkins put to the vote and lost.

Following discussion about reasons for refusal and questions raised in relation to the proposed development, Members indicated a preference for refusing the planning application based on character and design, highways, amenity impact along with drainage. However, the Committee was referred to the report and advice received from consultees to the planning application in relation to each area identified for refusal. Furthermore, it was advised that all of the reasons given were not defensible at appeal and therefore were not considered as reason for refusal for the planning application. Although, the drainage element of the application was conditioned, Members requested upfront information to satisfy this concern. It was therefore agreed that the application would be deferred only on this element of the application and would be reported back to the Committee once details were worked up in full on a drainage strategy for the site. Once this drainage strategy had been completed, the application would be reported back to the Committee for consideration of this outstanding matter only.

A revised recommendation to defer the application to enable more detailed work to be done on the drainage matters was proposed by Councillor Hawkins, seconded by Councillor Alleway, put to the vote and carried.

RESOLVED that the application be deferred to enable more details to be obtained in respect of drainage matters on the property.

NOTE 1

It was noted for the record that Councillors Mark Gordon and Valerie White declared that they had met with the neighbouring residents 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, and the officer's original recommendation to grant the application, was as follows:

Voting in favour of the officer recommendation to approve the application:
Councillors Cliff Betton, Edward Hawkins, Robin Perry and Darryl Ratiram

Voting against the officer recommendation to approve the application:
Councillors Graham Alleway, Stuart Black, Mark Gordon, David Lewis, Charlotte Morley, Liz Noble, Helen Whitcroft and Valerie White.

Note 3:

In accordance with Part 4, Section D, Paragraph 18 of the Constitution, the voting in relation to the application, and the revised recommendation to defer the application, was as follows:

Voting in favour of the revised recommendation to defer the application:
Councillors Graham Alleway, Cliff Betton, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Robin Perry, Darryl Ratiram, Helen Whitcroft and Valerie White.

17/P Application Number 21/1370: Princess Royal Barracks Loop Road, Brunswick Road, Deepcut, Camberley, Surrey, GU16 6RN,

The application was for reserved matters in respect of the Loop Road phase 5k pursuant to condition 4 (Reserved matters, access, layout, scale appearance and landscaping) and the partial submission of details pursuant to conditions 16 (detailed ecological management strategy and management plan), 29 (tree retention and protection plans), 32 (hard and soft landscaping) and 33 (landscape management plan) of planning permission reference: 12/0546, dated 4th April 2014 (as amended) and Schedule 5 Part 8 (provision of the Other Open Space) of the Section 106 agreement dated 17th April 2014 as varied.

The Committee was informed that the application was for a significant piece of infrastructure work that formed an integral part of the overall movement strategy for the site providing vehicular, pedestrian and cycle access through the Mindenhurst development. It was noted that conditions had been placed on the application to ensure that the impact on existing and proposed trees would be fully considered with appropriate controls being in place during the works.

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

RESOLVED that application 21/1370 be granted subject to the conditions in the officer report and update sheet, as amended.

NOTE 1

Councillor Hawkins indicated that the Committee had received correspondence from Skanska in relation to the application.

18/P Application Number 21/1288: Princess Royal Barracks ANGST, Brunswick Road, Deepcut, Camberley, Surrey, GU16 6RN

The application was in respect of a Reserved Matters application for Blackdown Road ANGST and Sports Pitches (Phase5g and 5h) pursuant to condition 4 (reserved matters, access, layout, scale, appearance and landscaping) and partial submission of details pursuant to conditions 16 (detailed ecological management strategy and management plan), 21 (LAPS and LEAPS), 29 (tree retention and protection plans), 32 (hard and Soft landscaping), 33 (landscape management plan) and 43 (foul drainage) attached to 12/0546 dated 4th April 2014 (As amended), 12/0546 as amended by 18/0619 and 1/1002 and Schedules 5 Parts 5 (ANGST), 9 (LEAPS AND LAPS) and 12 (Blackdown Playing Field and Upgrade to Blackdown Playing Field of the Section 106 agreement dated 17th April 2014 as varied pursuant to the T_CP (Modification and Discharge of Planning Obligations) 1992.

It was clarified that the land that the playground on Woodend Road currently occupied was owned by the Defence Infrastructure Organisation (DIO) and leased to Surrey Heath Borough Council. The land would eventually be transferred into the Council's ownership and a financial contribution would be provided for the play area. Ongoing responsibility for the maintenance of the air raid shelter within the woodland was still to be determined and this had been conditioned for in the application.

The Committee commended the quality of the Suitable Alternative Natural Greenspace (SANG) that had already been delivered on the Mindenhurst development and considered that the application would enhance the area further.

The officer recommendation to grant the application was proposed by Councillor Morgan Rise seconded by Councillor Cliff Betton and put to the vote and carried.

RESOLVED that application 21/1288 be granted subject to the conditions in the officer report and update sheet, as amended

NOTE 1

Councillor Hawkins indicated that the Committee had received correspondence from Skansa in relation to the application.

19/P Application Number 21/1333: 134 & 136 London Road, Bagshot, Surrey, GU19 5BZ

The applications was for all reserved matters (landscaping) pursuant to outline planning permission 20/0090/OOU (erection of 26 residential units (Class C3) following the demolition of both existing dwellings with new vehicular access off London Road. Access, appearance, layout and scale to be considered with landscaping reserved).

This application proposed the discharge of the landscaping reserved matter.

It was confirmed that conditions to ensure the replacement of the proposed wildflower meadow in the event that it was damaged within five years had been added to the application.

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

RESOLVED that application 21/1333 be granted subject to the conditions in the officer report and update sheet, as amended.

20/P Application Number 21/0344: 99 - 109 Guildford Road, Lightwater, Surrey, GU18 5SB

The application was for the erection of 5 buildings to comprise 18 terrace style houses and 12 apartments within a flatted block with associated landscaping, access and car parking following demolition of the existing buildings on site.

It was noted that the application was subject to a non-determination appeal and consequently the Planning Inspectorate was now the determining authority.

The Officer recommendations that an objection to the application on the following grounds be placed on record was proposed by Councillor Valerie White, seconded by Councillor Betton and carried unanimously.

Reasons for refusal:

1. The proposed development by reasons of its layout and density, dominated by a central parking and servicing area with a lack of soft landscaping, would result in an incongruous form of development. In addition, the flatted block that would provide insufficient amenity space and the height, depth and crown roof of this block would be harmful to the visual amenities of the streetscene. As such, the overall proposal would amount to an over development of the site that would fail to respect and successfully improve the character and quality of the area and fail to comply with Principles B1 and B5(d) of the Lightwater Village Design Statement SPD 2007; Principles 6.2, 6.3, 6.4 and 6.7 of the Residential Design Guide SPD 2017; and Policies CP2 and DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.
2. The proposed development would provide insufficient private amenity space for the flatted block which would result in poor living conditions for future occupiers failing to comply with Principles 8.5 and 8.6 of the Residential Design Guide SPD 2017; and Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.
3. It has not been demonstrated that the proposal would not have an adverse impact on the health of trees around the site failing to comply with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.
4. The Local Planning Authority, following an Appropriate Assessment and in the light of available information, is unable to satisfy itself that the proposal (in combination with other projects) would not have an adverse effect on the integrity of the Thames Basin Heaths Special Protection Area (SPA) and the relevant Site of Specific Scientific Interest (SSSI). In this respect significant concerns remain with regard to the adverse effect on the integrity of the SPA in that there is likely to be an increase in dog walking, general recreational use and damage to the habitat and the protected species within the protected areas. Accordingly, since the Local Planning Authority is not satisfied that Regulation 62 (of the Conservation of Habitats and Species Regulations 2010 (Habitats Regulations)) applies in this case then it must refuse the application in accordance with Regulation 61(5) of the Habitats Regulations and Article 6(3) of Directive 92/43/EE. For the same reason the proposal conflicts with the guidance contained within the National Planning Policy Framework and Policy CP14 of the Surrey Heath Core Strategy and Development Management Policies 2012 and Policy NRM6 of the South East Plan 2009 (as saved) and the Thames Basin Heaths Special Protection Area Avoidance Strategy SPD 2019.

5. The proposal fails to provide the necessary mix of affordable housing, including First Homes and social rented units, and no viability evidence has been provided to justify the applicant's position. Furthermore, in the absence of a completed legal agreement under Section 106 of the Town and Country Planning Act 1990, the proposal fails to secure any provision for affordable housing. The application is therefore contrary to the aims and objectives of Policy CP5 of the Surrey Heath Core Strategy and Development Management Policies 2012, the National Planning Policy Framework, and advice within the Surrey Heath First Homes Policy Guidance Note 2021 and Written Ministerial Statement (24.05.21).

RESOLVED that application 21/0344 would have been refused for the reasons set out in the officer report.

21/P Exclusion of Public and Press

RESOLVED that pursuant to Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of item 11 Planning Enforcement Priority Cases as the items involves the likely disclosure of exempt information as defined in paragraphs 1 and 3:

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

22/P Planning Enforcement Priority Cases

The Committee considered a report setting out the current status of planning enforcement priority cases.

RESOLVED that the contents of the report be noted.

Chairman

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Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 1 September 2022

+ 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

Members in Attendance: Cllr Paul Deach

Officers Present: Sarita Bishop, Principal Planning Officer
Gavin Chinniah, Head of Planning
Shannon Kimber, Senior Planning Officer
Navil Rahman, Principal Planning Officer
Sarah Shepherd, Senior Solicitor

23/P Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Planning Applications Committee held on 4th August 2022 be approved as being a correct record and signed by the Chairman.

24/P Application Number 22/0404: 8 Orchard Close, West End, Woking, Surrey, GU24 9NS

The application was for the erection of a part two-story front and side extension together with first floor side extensions to both the northern and southern aspects of and the installation of one roof light to the northern flank of the existing dwelling.

It was reported that following its refusal in January 2022, the extension proposed in planning application number 21/1258 had been reduced in size and would now not be adjacent to the flank of the neighbouring garden, thus ameliorating any potential impact on neighbouring properties.

Concerns about the possibility of the garage being converted into habitable accommodation at a future date and the potential pressures this could place on the local area were acknowledged. It was noted that the property met the agreed parking standards however it was agreed that a condition that prevented the garage for being converted to habitable accommodation without prior agreement from the planning authority.

The officer recommendation to grant the application, subject to the addition of an additional condition restricting the conversion of the garage to accommodation, was

proposed by Councillor Graham Tapper, seconded by Councillor Robin Perry and put to the vote and carried.

RESOLVED that application 22/0404 be granted subject to the conditions in the officer report, the update sheet and the agreed amendment set out above.

NOTE 1

It was noted for the record that Councillor Liz Noble had attended the meeting of West End Parish Council at which the application had been discussed but came to the meeting with a free and open mind.

NOTE 2

In accordance with Part 4, Section D, Paragraph 18 of the Constitution, the voting in relation to the application, and the officer's recommendation to grant the application, was as follows:

Voting in favour of the officer recommendation to approve the applications: Councillors Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Liz Noble, Robin Perry, Darryl Ratiram, Graham Tapper, Helen Whitecroft and Valerie White.

Voting against the officer recommendations to approve the application: Councillors Graham Alleway, Peter Barnett, Cliff Betton and Victoria Wheeler.

25/P Application Number 22/0408: 15 Milden Close, Frimley Green, Camberley, Surrey, GU16 6PX

The application was for the conversion of an approved garage to form an annexe for use by a dependant relative.

It was proposed that consideration of the application be deferred to provide officers with the time to gather additional information relating to the proposed size of the planned annexe.

RESOLVED that application 22/0408 be deferred.

26/P Application Number 22/0471: 45 Windsor Road, Chobham, Woking, Surrey, GU24 8LD

The application was for the erection of a single storey front and side extension, erection of a single storey rear extension and alterations to the rear fenestration of the existing building.

It was noted that an additional condition requiring the Juliette balcony to be provided with obscure glazing in place of railings and that the obscure glazing be retained in perpetuity to ensure the amenity of neighbouring occupiers had been added to the application.

The officer recommendation that the application be approved, subject to the conditions proposed in the officer's report and the update sheet, was proposed by Councillor Cliff Betton, seconded by Councillor Graham Tapper and put to the vote and carried unanimously.

RESOLVED that application 22/0471 be approved subject to the conditions in the officer report and update sheet, as amended.

NOTE 1

It was noted for the record that Councillor Victoria Wheeler had had extensive communications with the residents of neighbouring properties.

27/P Application Number 22/0423: Gordon Murray Hq, Chertsey Road, Windlesham, Surrey, GU20 6HL

It was noted that this item had been deferred to the Planning Applications Committee in October 2022.

28/P Application Number 22/0233: Princess Royal Barracks, Brunswick Road, Deepcut, Camberley, Surrey, GU16 6RN

The application was for approval of reserved matters for the Southern Suitable Alternative Natural Green Space (SANGS) and SANGS Link (Phases 5a,5b and 5c) pursuant to condition 4 (reserved matters, access, layout, scale, appearance and landscaping) and the submission of partial details to comply with conditions 16 (detailed ecological management strategy and management plan), 29 (tree retention and protection plans), 32 (hard and soft landscaping) and 33 (landscape management plan) of planning permission ref: 12/05046 dated 4th April 2021 (as amended) and Schedule 5 Part 2 (Provision of SANG land) of the Section 106 agreement dated 17th April 2014 as varied.

The Committee was informed that a security gate located on an access road onto Brunswick Road in the vicinity of the Officers Mess in Pirbright had recently been unlocked and was being used by the army to travel between Pirbright Barracks and Deepcut training areas. The security gate, which was located within the boundaries of Guildford Borough Council's area, had originally been locked in the 1980s and it had never been envisaged that the route would be used for anything other than emergency access between the two army installations. The gate's location fell outside the envelope of the original hybrid planning application and this combined with the road's intended purpose meant that when the application had originally been developed there had never been any assessment made of the impacts of traffic coming into the Mindenhurst development from the east. Consequently, no conditions had been placed on the gate's use at the time the hybrid application had been considered. The situation was expected to be further compounded by to the extensive development that was taking place, and was planned, in the Pirbright area.

In an effort to address the situation, a condition requiring the installation of a lockable barrier on the access road prior to the first use of any part of the Southern SANG and SANG link had been included in the application. Notwithstanding this, it took an average of two years for SANG to be provided from receipt of planning approval and this left the area vulnerable to traffic using the access road in the interim. Discussions with the Defence Infrastructure Organisation (DIO) over the use of the road had, to date, been unproductive and no resolution had been reached.

It was recognised that deferring the application would impact on the delivery of the SANG and this would in turn have implications for the delivery of the Mindenhurst development. However it was considered imperative that the situation was resolved before the development progressed much further.

The recommendation to defer the application to enable further discussions to take place with the DIO over the concerns of residents, officers and the Committee with regard to the use of the access road from Pirbright Barracks, was proposed by Councillor Helen

Whitcroft, seconded by Councillor Edward Hawkins and put to the vote and carried unanimously.

RESOLVED that application 22/0233 be deferred to enable discussions with the DIO over a permanent solution to the gates use to be concluded.

Chairman

Minutes of a Meeting of the Planning Applications Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 6 October 2022

+ Cllr Edward Hawkins (Chairman)

- | | |
|-------------------------|-------------------------|
| - Cllr Victoria Wheeler | + Cllr Charlotte Morley |
| + 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 |

+ Present

- Apologies for absence presented

* In attendance virtually but did not vote

Substitutes: Cllr Paul Deach for Cllr Valerie White (Minute 34/P onwards) and Cllr Pat Tedder for Cllr Victoria Wheeler

Officers Present: Bex Green
Shannon Kimber
William Hinde
Simon Peplow – Surrey County Council
Lucy Phillips
Navil Rahman
Nick Steevens
Rachel Whillis

29/P Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Planning Applications Committee held on 1 September 2022 be approved as being a correct record and signed by the Chairman.

30/P Application Number 22/0423: Gordon Murray HQ, Chertsey Road, Windlesham, GU20 6HL

The application was for an alteration to a grant of permission related to a major scheme application and was a departure from the Development Plan as it was a major development within the Green Belt and therefore, under the Council's Scheme of Delegation, was to be reported to the Planning Applications Committee.

The application related to the variation of Condition 22 (highway improvement works) which allowed the required improvements at the Highams Lane/ Chertsey Road junction to be implemented as prior to the commencement of phase three of the development and removal of Condition 24 as the temporary bridleway

diversion was not considered necessary with the existing bridleway route unaffected.

It was noted that a site visit that members could attend had taken place. Members received the following additional informative:

- Where minor highway works require the removal of any vegetation to the highway land, it is recommended this be replaced with appropriate soft landscaping with no net loss of biodiversity.
- The construction of any major highway works is recommended to fall outside of school term time to avoid disruption to the highway network during these periods.

The officer recommendation to grant the application, subject to the condition proposed in the officer's report and the update sheet, was proposed by Councillor Tapper, seconded by Councillor Black and put to the vote and carried.

RESOLVED that application 22/0423 be approved subject to the conditions in the officer report and update sheet.

NOTE 1

In accordance with Part 4, Section D, Paragraph 18 of the Constitution, the voting in relation to the application, and the officer's recommendation to grant the application, was as follows:

Voting in favour of the officer recommendation to approve the applications: Councillors Graham Alleway, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Darryl Raitram and Graham Tapper.

Abstained from voting: Councillor Pat Tedder.

31/P Application Number 22/0408: 15 Milden Close, Frimley Green, Camberley, GU16 6PX

The application was for the erection of a detached outbuilding to form an annexe building ancillary to the existing single-family dwelling.

The application was reported to the Planning Applications Committee on the request of Councillor Black for scrutiny of the proposal as the previously approved detached garage, which this outbuilding would replace was explicitly conditioned by the previous planning permission to prevent it from being severed from the main building; the previous planning permission was 20/0521.

The officer recommendation to grant the application, subject to the conditions proposed in the officer's report was proposed by Councillor Black, seconded by Councillor Tedder and put to the vote and carried unanimously.

RESOLVED that application 22/0408 be approved subject to the conditions in the officer report.

NOTE 1

In accordance with Part 4, Section D, Paragraph 18 of the Constitution, the voting in relation to the application, and the officer's recommendation to grant the application was as follows:

Voting in favour of the officer recommendation to approve the application: Councillors Graham Alleway, Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Darryl Raitram, Graham Tapper and Pat Tedder.

32/P Application Number 22/0817: 39 Commonfields, West End, GU24 9JA

The application was for permission for the erection of a single storey side extension following the demolition of the existing garage and car port.

This application would normally be determined under the Council's Scheme of Delegation. However, it was reported to the Planning Applications Committee because the applicant was Councillor Graham Alleway.

The officer recommendation that the application be approved, subject to the conditions proposed in the officer's report and the update sheet, was proposed by Councillor Liz Noble, seconded by Councillor David Lewis and put to the vote and carried unanimously.

RESOLVED that application 22/0817 be approved subject to the conditions in the officer report and update

NOTE 1

It was noted for the record that

- (i) In accordance with the Members' code of conduct, Councillor Graham Alleway declared a pecuniary interest as he was the applicant and left the chamber during the consideration of the item; and
- (ii) Councillor Edward Hawkins declared on behalf of all Committee Members that they knew the applicant as he was a fellow Councillor.

NOTE 2

In accordance with Part 4, Section D, Paragraph 18 of the Constitution, the voting in relation to the application, and the officer's recommendation to grant the application was as follows:

Voting in favour of the officer recommendation to approve the application: Councillors Stuart Black, Mark Gordon, Edward Hawkins, David Lewis, Charlotte Morley, Liz Noble, Darryl Raitram, Graham Tapper and Pat Tedder.

33/P Exclusion of Public and Press

RESOLVED that pursuant to Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of item 11 Planning Enforcement Priority Cases as the items involves the likely disclosure of exempt information as defined in paragraphs 1 and 3:

- (1) Information relating to any individual
- (2) Information relating to the financial or business affairs of any particular person (including the authority holding that information).

34/P Planning Enforcement Update

The committee considered a report setting out the current status of planning enforcement priority cases and a proposed staffing structure.

RESOLVED that the contents of the report be noted.

Chairman

Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 13 July 2022

+ Cllr Sashi Mylvaganam (Chairman)
+ Cllr Valerie White (Vice Chairman)

+ Cllr Graham Alleway	+ Cllr Liz Noble
+ Cllr Stuart Black	+ Cllr Darryl Ratiram
- Cllr Vivienne Chapman	+ Cllr Morgan Rise
+ Cllr Paul Deach*	+ Cllr Victoria Wheeler
- Cllr Sharon Galliford	+ Cllr Helen Whitcroft
+ Cllr Edward Hawkins	

+ Present

- Apologies for absence presented

* Committee member in attendance virtually

Portfolio Holders in Attendance: Cllr Alan McClafferty, Leader
Cllr Robin Perry, Portfolio Holder: Finance

Non Committee Members in Attendance: Cllr Peter Barnett and Cllr Tim Fitzgerald

Officers Present: Sarah Bainbridge, Senior Organisational Development Advisor
Gavin Chinniah, Head of Planning
Robert Fox, Revenues & Benefits Manager
Louise Livingston, Head of HR, Performance & Communications
Damian Roberts, Chief Executive
Nick Steevens, Strategic Director: Environment & Community
Bob Watson, Strategic Director: Finance & Customer Services
Stephen Wilkinson, Head of Investment & Development

1/PF Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 9th March 2022 be approved as a correct record and signed by the Chairman.

2/PF Annual Performance Report

The Committee received the Annual Performance Report for the 2021/22 municipal year. The report summarised the performance of the Council against the corporate objectives, priorities and success measures set out in the Annual Plan and which were, in turn, reflective of the Council's agreed Five Year Strategy.

The Committee was informed that as at 31st March 2022, 74% of the agreed objectives or projects in the Annual Plan were either complete or had been achieved, 23% had been partly achieved and 3% were either on hold or at significant risk of not being achieved. In respect of the agreed performance indicators, 62% had achieved their agreed targets, 19% were less than 10% away from meeting their targets and 19% were more than 10% off target.

It was clarified that elements of the Climate Change actions had been classified as being amber because the in year target for the provision of electric vehicle charging points had

not been met. In addition the amber rating reflected a prudent perspective recognising that the long term target was ambitious and would require tangible implementation of initiatives to achieve it. The Committee was informed that Surrey County Council would be prioritising the roll out of a county wide network of on-street charging points however it was not yet clear how areas would be prioritised. Surrey Heath Borough Council was pressing forward with its plans for electric vehicle (EV) charges in car parks and was currently evaluating bid from potential providers. The variables around the different types of charging points were complex and it was confirmed that payback and profitability would form part of the review. It was noted that parish councils were exploring the possibility of installing electric vehicle charges and the learning from the Council's work could be shared.

It was confirmed that officers had met with Accent to discuss the quality of repairs and the maintenance of the Borough's social housing and the use of refurbishment grants to improve the energy efficiency of the Borough's social housing stock was also under discussion.

Members' frustrations over the progress on the target to develop social housing in the Borough were acknowledged. It was confirmed that the Council had an active dialogue with Accent Housing, with intent to progress on both sides and were looking at every opportunity to move this forward recognising that they were an independent organisation with their own separate decision making arrangements..

It was confirmed that fly tipping was examined to try and identify those responsible and where the perpetrators were identified then prosecutions were pursued. A suggestion that that more could be done to publicise successful prosecutions would be followed up. The Council was also expecting to introduce mobile CCTV to increase the work in this area.

It was noted that the Council was currently on track to deliver the new Local Plan in line with the agreed timetable although the provision of sufficient numbers of Gypsy and Traveller sites, and any changes in approach from the Government could be an issue.

Comments about the readability of the table of Success Measures were noted and it was agreed that this would be reviewed.

The Committee noted the report.

3/PF Capital Outturn Report 2021/22

The Committee received a report providing an overview of the Council's capital Outturn for the 2021/22 financial year.

The Committee was informed that at the end of the 2021/22 financial year, £4.490million had been spent from the agreed capital programme budget of £14.024million. Of the remaining Capital budget, £9.224million would be carried forward into the 2022/23 financial year; this left an overall underspend on the 2021/22 budget of £0.310million.

Over the course of 2021/22 a number of projects had been reviewed to ensure that the recent increases in inflation and the increased costs of material and labour were accurately reflected. As a consequence of this work, a number of projects had been put on hold while their viability was reassessed and the budgets had subsequently been re-profiled to take this into account.

It was questioned whether the £25,000 allocated to the refurbishment of the Whitmoor Road playground would be sufficient to bring it up to the same standards as those

elsewhere in the Borough. It was clarified that if additional funding was required then this would need to be subject to a supplementary capital bid.

It was clarified that the £127,000 allocated to Gypsy and Traveller Site Contributions was the Borough Council's contribution to the transit site developments that were being co-ordinated by Surrey County Council on behalf of all the Boroughs and Districts. Funding to support the provision of permanent sites would be available through the Local Plan process.

The proposed refurbishment of the Bowls Club was noted and it was questioned whether this money would be recharged through the lease.

It was agreed that the methodology for calculating the ratio of financing cost to net revenue stream would be circulated.

RESOLVED that:

- (i) Actual capital expenditure for 2021/22 of £4.490 million against a budget of £14.024 million be noted;
- (ii) A request to the Executive to approve the budget provision of £8.492 million be reprofiled from 2021/22 into 2022/23, as previously identified in the budget report in February to Council, and included in Annex 1, be noted;
- (iii) The additional reprofiling of £0.732 million further identified at year-end (31 March 2022), as set out in Annex 1 of the report, be noted.
- (iv) The additional expenditure of £35,000 for urgent health and safety remedial works at the Camberley Theatre, as detailed in Annex 1 of the report be noted.
- (v) The revised 2022/23 Capital Programme of £10.360 million comprising the £1.101 million of new budget agreed at the Council meeting in February 2022 plus £9.259 million of previously agreed budget reprofiled into 2022/23, be noted;
- (vi) The final capital prudential indicators for 2021/22 be noted.

4/PF End of Year Finance and Budget Outturn

The Committee received a report summarising the revenue outturn for the 2021/22 financial year and setting out the budget carry forwards from 2021/22 to 2022/23.

It was noted that at the end of the 2021/22 financial year the Council's services were reporting an overspend on its agreed budget of £0.453million. Notwithstanding the significant amount of work that had taken place to reduce expenditure through the year, the Council's finances had continued to be impacted by the Governments Covid-19 restrictions with lower than expected returns from major income producing services including car parking and rental income on its property portfolio and higher expenditure in other areas.

It was reported that a number of projects had either not been started or had not been completed during 2021/22 and £283,489 would be carried forward from the 2021/22 budget into the 2022/23 budget to enable these pieces of work to be completed.

It was clarified that the £174,000 variance in the Places Leisure Camberley budget had been due to the omission of the management fee for the new leisure centre when the budget was set in February 2021. It was noted that the management fee had been set up in such a way that the Council paid Places Leisure at the start of the contract's lifetime, then as the contract progressed the amount paid by the Council tapered off and Places Leisure started to pay increasing amounts to the Council. This arrangement was

considered to be a standard arrangement that was done to help a management company offset the costs incurred in building a facility of this type.

It was requested that a breakdown of how the £785,000 variance in the Town Centre Investment budget was split between the JPUT and lower rental income was provided.

It was noted that the cost line attributed to the Chief Executive covered a number of elements, including centralised costs arising from the Corporate Management Team, and was not a reflection of the Chief Executive's salary. It was stressed that this had needed to be clarified in 2020/21 and it was requested that this be clarified in future reports and publications.

The Committee noted:

- i. The spend against the approved revenue budget for the period 1st April 2021 to 31st March 2022.
- ii. The requests for carry forward of revenue budgets amounting to £283,489 from the 2021/22 financial year to the 2022/23 financial year.

5/PF Revenue Budget Monitoring Report - Quarter 1 (April to June 2022)

The Committee received a report summarising the financial position of the Council at the end of the first quarter (April to June 2022) of the 2022/23 financial year.

The Committee was informed that due to a fundamental review of the Council's budget setting processes a number of projects initially scheduled to take place in the early part of 2022/23 had been temporarily put on hold. Consequently, a significant underspend was being reported at the end of quarter one; this would be reduced and the budgets reprofiled as the year progressed.

It was noted that the carry forward budget of £283,500 related either to projects which had been started in 2021/22 and would be completed in the current financial year or was Government grant funding which had to be repaid if it was not used or carried forward.

It was clarified that the overspend in the Finance and Customer Services budget was due to accountancy services which were provided centrally which were then recharged to the appropriate department which would be done through the year.

It was agreed that the Budget Book would be published on the Council's website.

The Committee noted the report.

6/PF Update on the Use of Enforcement Agents in the Collection of Council Tax

The Committee received a report setting out the methodologies used by the Council to maximise the collection of council tax in the Borough.

The Committee was informed that council tax was levied on 37,947 domestic properties in the Borough, with a total net collectible debt of £86.804million being due in 2022/23 with the money being collected on behalf of the Borough Council, Surrey County Council, Surrey Police and Crime Commissioner and the Parish Councils. In 2021/22 the Council's Revenues Team had collected 99.7% of the council tax owed by residents, this compared to a national average collection rate of 95.9%.

Where a resident failed to make a payment on an instalment due then the following process was followed in an effort to recoup the arrears:

- i. Where a mobile phone number is held a SMS (text) message reminder is sent.
- ii. A first Reminder letter is sent giving the liable party 14 days to bring payments up to date
- iii. If the account is brought up to date but a subsequent instalment is not made then a second reminder letter is sent
- iv. If the liable party defaults for a third time then a Final Notice is issued
- v. If no payment is made after the Final Notice then a Summons is issued and a Liability Order is sought through the Magistrates' Court.
- vi. Once a Liability Order is granted, the liable party is given 7 days to make arrangements to pay the outstanding amount. If an acceptable payment plan is not made with the Council then recovery action would be pursued using a range of options including:
 - Making an attachment to earnings order
 - Applying for deductions to be made from benefits payments
 - Applying a charging order against the dwelling in respect of the debtor's liability
 - Applying for a bankruptcy order
 - The use of Enforcement Agents

Analysis of the point at which arrears were settled had found that the majority of residents who have missed a payment would rectify the situation before the Council goes to court for a Liability Order. However, there was a small minority of residents who would engage with the Council only when they were visited by Enforcement Agents

It was clarified that where debts were passed on to Enforcement Agents for collection, any costs incurred by the Enforcement Agency were recouped through the agency's levying of statutory fees, currently £75 per letter, on the liable party, with none of the costs being passed on to the Council.

It was stressed that the Council would prefer to work with residents to reach an agreement at every stage of the arrears recovery process and the Revenues Team worked with Surrey Heath Citizens Advice and Frontline Debt Service to support residents struggling to meet household expenditure. It was agreed that data relating to the number of residents who had been provided with additional support or advice would be provided.

Members' discomfort at the use of Enforcement Agents was acknowledged. However it was stressed that the use of Enforcement Agents was considered to be a last resort and removing the option to pass the debts on to an Enforcement Agency would result in a higher level of defaulting.

It was clarified that the automated telephone calls from Voicescape software, which enabled those in arrears to be directly connected to the Council's Revenues Team, registered on telephones as being calls that were coming directly from the Council. It was agreed that more information about this system would be circulated.

It was noted that the in 2021, Surrey Heath Borough Council were the highest performing local authority in the country for the collection of National Non Domestic Rates (NNDR or Business Rates) with 99.8% of NNDR collected, compared to a national average of 95.5%. It was agreed that comparator data would be shared.

The Committee noted the update.

7/PF Public Realm Task and Finish Group Update

The Committee was informed that an initial draft of the Task and Finish Group's report on the public realm works in Camberley High Street was under development; the report would be shared with the Task and Finish Group before it was presented to the Performance and Finance Scrutiny Committee for consideration.

8/PF Performance & Finance Scrutiny Committee Work Programme

The Committee considered its proposed work programme for the remainder of the 2022/23 municipal year.

It was agreed that an update from the Climate Change Working Group would be added to the work programme for the Committee's meeting in January 2023.

9/PF Date of Next Meeting

It was noted that the next scheduled meeting of the Performance and Finance Scrutiny Committee would take place on Wednesday 14th September 2022 at 7pm.

Chairman

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

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

+ Cllr Rodney Bates
+ Cllr Edward Hawkins
Cllr Charlotte Morley

- Cllr Sashi Mylvaganam
+ Cllr Liz Noble
+ Cllr Valerie White

+ Present
- Apologies for absence presented

Substitutes: Cllr Liz Noble for Cllr Sashi Mylvaganam

Officers Present: Alex Middleton, Senior Auditor
Gavin Ramtohal, Head of Democratic & Legal Services
Bob Watson, Strategic Director: Finance & Customer Services

1/AS Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on the 25th April 2022 be approved as a correct record and signed by the Chairman.

2/AS Declarations of Interest

There were no declarations of interest.

3/AS Annual Governance Statement

The Committee considered a report setting out the draft Annual Corporate Governance Statement for the 2021/22 financial year.

There was a statutory requirement for the Council to produce an Annual Corporate Governance statement that reviewed the effectiveness of the Council's control systems and provided high level assurance on governance matters and issues within the Council. The Statement formed part of the final accounts for each financial year and set out the governance arrangements in place at the Council, highlighted any key issues identified during the year and summarised progress made towards addressing any previously identified issues; senior officers had also been asked to provide management assurance statements where key issues had been identified.

It was reported that the Council's Monitoring Officer and Section 151 Officer considered the Council's governance arrangements to be adequate and effective. Whilst no significant governance issues had been identified a number of minor issues that might impact on the Council's ability to operate effectively had been identified including a lack of knowledge and resilience around leisure leases, actions identified at committee meetings not always being followed through and difficulties being experienced by the Family Support Team when trying to engage with partners. Assurance was sought on what was being done to address these areas of concern and it was agreed that this would be followed up outside the meeting.

Concerns about the duplicate payments being made were acknowledged. It was clarified that the total amount that had been double paid was approximately £5,000 spread across a number of transactions and the majority of the double payments had been recovered from suppliers. A new software system had been implemented to ensure that invoices were only paid once and this was receiving positive feedback from staff.

It was agreed that concerns would be raised with individual teams and

RESOLVED that, subject to the inclusion of assurances in relation to the matters identified above, the Annual Governance Statement be submitted to the Leader and Chief Executive for their signatures.

4/AS Effectiveness of Internal Audit

The Committee considered a report setting out the findings of a review of the effectiveness of the Council's Internal Audit function. The Accounts and Audit Regulations 2006 required all local authorities to annually carry out a review of the effectiveness of its systems of internal control. The review measured the audit function against nine elements: organisational independence, a formal mandate, unrestricted access, sufficient funding, competent leadership, objective staff, competent staff, stakeholder support, and professional audit standards.

The Committee was informed that whilst the scope of planned audits of climate change and cyber security had not yet been planned in any detail it was expected that officers would have the requisite knowledge to complete the initial audit of high level policies and known risks. Where a need for more specialised knowledge was identified then this would be progressed with the Section 151 Officer and the appropriate Head of Service.

It was confirmed that officers were supportive of the internal audit process however it was acknowledged that the timing of audit work was crucial to ensure that services were able to fully focus on the information being requested.

The Committee noted the report.

5/AS Internal Audit Annual Report

The Committee received a report summarising the work of the Council's Internal Audit Team during the 2021/22 financial year.

Over the course of 2021/22, 16 scheduled audits had been completed including financial audits of creditors, debtors, treasury, revenues and benefits as well as audits of parking, fraud, information governance, emergency planning and a review of the Community Services partnership. A number of ad-hoc audits had also been completed including reviews of the Council's Financial Regulations and Standing Order and purchasing and credit card purchases. A total of 79 audit recommendations had been made during the course of the year; of which 17 had been deemed essential, 61 desirable and 1 was a best practice recommendation. The majority of recommendations made during 2021/22 had now been implemented.

Exit meetings were held with service heads to discuss the outcomes of audits and target dates for the implementation of any recommendations were agreed. These target dates were monitored, outstanding or overdue recommendations were followed up with service managers and any issues were raised with the appropriate Head of Service and the

Corporate Management Team. It was noted that where recommendations were not being completed within the agreed timeframes subsequent enquiries had found that in most cases whilst the actions had been completed the Audit Team had not been informed of their completion. It was also acknowledged that some recommendations could be particularly resource intensive to implement and this could impact on the timeframes.

The Committee requested that they be kept informed of any outstanding recommendations arising and the reasons for their delay.

The Committee noted the report.

6/AS External Audit Update

The Committee received an update on the progress being made by BDO, the Council's External Auditors, to complete their audit of the Council's accounts for the 2019/20 financial year.

The Committee was informed that the auditors had spent the majority of May, June and July working on NHS audits to ensure that nationally set Government deadlines were met. Consequently there had been limited opportunities for BDO to review the Council's revised accounts since their submission to BDO at the end of April. Notwithstanding this, officers had been in regular contact with BDO to seek assurances that the accounts would be reviewed as soon as possible after the completion of the NHS audits. At the current time, it was expected that the audit report would be ready in time for the Committee's meeting in September.

It was acknowledged that these delays would have implications for the audits of the 2020/21 and 2021/22 accounts and consequently to minimise disruption and expedite subsequent audit work, officers were preparing both sets of accounts for audit using the balances from the unaudited 2019/20 accounts as a baseline.

The Committee reiterated the frustrations that it had previously expressed in relation to this situation. The Committee was reminded that the Council was not in a unique position and nationally there were currently 57 local authorities waiting for the outcomes of the audits of their 2019/20 accounts and 212 local authorities were awaiting the outcomes of the audits of their 2020/21 accounts and to date only 4% of 2021/22 accounts had been submitted by the deadline.

The suggestion that the Council seek new auditors was acknowledged however it was stressed that the number of firms with the knowledge and experience of completing public sector audits was limited and there was a shortage of auditors nationally. Furthermore, the situation had recently been exacerbated by Government changes which had made auditors personally liable if there were errors in an audit, a situation which had resulted in a significant number of experienced auditors leaving the profession.

Local authorities had been intensively lobbying both representative bodies and the Government directly, through the Treasury and the Department of Levelling Up, Housing and Communities, with their concerns not only with the capacity of the audit industry but also the impact that recent changes to the way that local government audits were to be carried out were having on the process. These concerns were now being examined by a Government Select Committee however the situation was not expected to change imminently.

The Committee expressed concern that they had not been provided with progress updates following an agreement to provide these on a monthly basis at the Committee's

last meeting. Whilst it was acknowledged that no progress had been made in the interim, it was stressed that regular monthly updates of officer's communications with BDO and the status of the Audit should be provided to the committee, even if it was to report that no progress had been made.

The Committee requested that a full breakdown setting out when and where delays had occurred during the audit process be provided alongside the completed audit report. It was agreed that a briefing would be provided for members of the Committee to take them through the audited accounts and the audit report in detail before it was brought to the Committee proper.

The Committee was reminded that the Council would not be subject to any form of penalty, beyond reputational damage, as a consequence of the lateness of the audit and there would be no impact on the Council's ability to raise funds either.

The Committee noted the update.

7/AS Date of Next Meeting

It was noted that the next scheduled meeting of the Audit and Standards Committee would take place on Monday 19th September 2022 at 7pm.

Chairman

**Minutes of a Meeting of the Licensing
Committee held at Surrey Heath House
on 30 August 2022**

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

- Cllr Dan Adams	+ Cllr 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, Nick Steevens, Rachel Whillis.

8/L Minutes

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

9/L Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022 Pavement Licence Fees

The Committee was reminded that, in July 2020, the Business and Planning Act 2020 had made temporary provision for a fast-track process to allow businesses selling food or drink to obtain authorisation from the local authority for the placement of furniture such as tables and chairs on the highway adjacent to their premises, known as a “pavement licence”. The Committee had set the maximum allowable discretionary application fee of £100; however, in March 2021 it had agreed to waive the licence fee to help support businesses during the coronavirus pandemic. The temporary pavement licence provisions had subsequently been extended by the Government in July 2021 for a further year and the Committee again agreed to waive the £100 fee until the expiry of the licences on 30 September 2022.

Members were informed that the Business and Planning Act 2020 (Pavement Licences) (Coronavirus) (Amendment) Regulations 2022 had extended the pavement licence provisions for a further year to 30 September 2023, after which time it was anticipated that proposals in the Levelling Up and Regeneration Bill would make permanent the transfer of the authority to grant pavement licences from Surrey County Council to this Council. It was also anticipated that the Council would be able to charge a maximum application fee of £350 for premises which already held a pavement licence and £500 for new applicants, as well as setting a maximum duration of a pavement licence of 2 years. At this time a further report would be considered to determine the duration of licences and the level of the licence fees.

The Committee considered whether the £100 fee should continue to be waived for applications for pavement licences granted for the period between 1 October 2022 and 30 September 2023. It was noted that 16 businesses held pavement licences and it was anticipated that there will be similar demand for a further one year licence. Having considered the options, although it was recognised that similar fees had not been waived for other licence applications, the Committee agreed to waive the fees until 30 September 2023.

RESOLVED that the discretionary licence fee of £100 for pavement licence applications, made under the Business and Planning Act 2020, be waived until 30 September 2023 in light of the ongoing economic difficulties for the hospitality sector.

Chairman

Minutes of a Meeting of the External Partnerships Select Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 6 September 2022

- + Cllr Vivienne Chapman (Chairman)
- + Cllr Morgan Rise (Vice Chairman)

- Cllr Dan Adams
- Cllr Richard Brooks
- + Cllr Paul Deach
- * Cllr Tim FitzGerald
- Cllr Mark Gordon
- + Cllr Josephine Hawkins

- + Cllr David Lewis
- + Cllr Emma-Jane McGrath
- Cllr Liz Noble
- Cllr Pat Tedder
- + Cllr Valerie White

- + Present
- Apologies for absence presented
- * In attendance virtually

Members in Attendance: Cllr Sarahy Jane Croke, Cllr Helen Whitcroft

Officers Present: Louise Livingston, Nick Steevens

7/EP Minutes

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

8/EP Camberley Alzheimer Café

The Committee received a presentation from Maureen Hume from Camberley Alzheimer Café (CAC). The organisation had 17 members in its team, all of whom had experienced of dementia in friends or family. CAC followed the education programme that had been established in the Netherlands in 1997 and brought to the UK in 2000 by Dr Gemma Jones. The programme for Alzheimer Cafés was the same worldwide, which enabled visiting families to attend any Café and relax, knowing what they would experience.

Members were reminded that dementia was an umbrella term for up to 200 conditions, caused by diseases that affect the brain. It was advised that some conditions were treatable and dementia was not an inevitable part of getting older. However, it was a progressive disease that ultimate resulted in death due to health complications.

CAC provided monthly meetings, offering friendship, stimulation through live music, colour, fragrance, and taste. Attendees were provided with education from specialists in clinical practice today, including representatives from the Alzheimer Society and NHS, along with signposting to appropriate services. It offered refreshments, including cooked meals, tea and coffee, and provided a time for guests to exchange experiences and make friends. For carers, the meetings provided a place of safety and relaxation, providing respite, education and

understanding of the condition to help them provide care, and an opportunity to witness pleasure in their loved ones participating in activities.

CAC also provided training days for the NHS, Nursing Home staff, carers, or anyone else interested in dementia. Volunteers also received support, including utilising access to the Westminster Forum, an advice group to MPs on health matters, transcripts and recordings.

Members were advised that over time the organisation had needed to adapt to needs within the locality. During the pandemic, monthly zoom meetings had been conducted, along with weekly 'keeping in touch' phone calls for residents who selected to receive this option, which had proved to be a vital service and had resulted in a number of families being referred for safeguarding concerns. The Adult Social Care team's response to these referrals was commended. Since the re-introduction of face to face meetings in April 2022, two members of the team had continued to conduct the weekly phone calls.

Members were reminded that CAC had run the Man with a Pan courses for 4 years, which had provided cookery skills to men who were windowed or had recently taken on caring responsibilities. During its operation, 100 people had participated in the scheme, including participants referred by the Hope Hub who had gained skills which had assisted with them finding employment. Some former participants now served the food at the monthly meetings.

The Committee was informed that CAC was continually seeking funding opportunities to help continue running the monthly cafés and provide workshops. It was suggested that CAC should seek support from the Council's grant schemes. The Café had recently moved to St Martin's Church, Camberley. In addition, a Memories Café would soon be held at High Cross Church, Camberley on the fourth Wednesday of each month, thus providing two opportunities per month for residents to attend meetings.

RESOLVED to note the presentation.

Note: It was noted for the record that Councillor Paul Deach declared that he had allocated funding from his Surrey County Council Members' Community Allocation to the organisation.

9/EP Frimley Clinical Commissioning Group

The Committee received a presentation from the Integrated Care Board (ICB) by Tom Lawlor. The introduction of the Health and Care Act had made significant organisational changes to the delivery of health services in England.

A key change to the delivery of health services in Surrey Heath had been the formalisation of the partnership across Frimley Health Care, along with the formalisation of Integrated Care System (ICS). Further key points regarding the changed approach to health services included:

1. The recognition by the NHS that it could only influence certain aspects of an individual's health and that housing and education was a significant determinant of wellbeing.
2. Smaller geography had also been considered as a key aspect of the changes, and understanding local issues in Surrey Heath had provided greater flexibility in providing health services.
3. The strict framework for procurement had been reduced, which had improved the ability of smaller organisations to provide services, which had been done to move toward collaboration over competition in service delivery.

The key changes in approach aimed to improve the general health of the population.

The Committee was presented with the new structure of the ICS. As part of the ICS, the Integrated Care Partnership (ICP) had been introduced as the approval body for the ICS. Members were informed that the ICP was an equal partnership between local authorities and the NHS. The works carried out by the ICS had been approved by the ICP. The Clinical Commissioning Group (CCG) had been replaced by the Integrated Care Board (ICB), which would be composed of services previously provided by NHS England and ICS staff employed by system partners. All CCG staff had also been transferred into the ICB, and health services previously provided by the CCG continued to be available with the ICB.

Surrey Heath remained part of the 5 member ICS, made up of 5 individual boroughs, which had enabled local change and facilitated bringing the partnerships closer together. This had meant that the right services were available for Surrey Heath residents. Members were informed that the 5 member ICS had been recognised as a top performer in England. The work and success of the Lakeside vaccination clinic was also recognised.

Some of the work that had been carried out by the ICS included the move of the Lakeside vaccination clinic to the Square in Camberley, which had opened in August 2022 which aimed to provide booster vaccines to those eligible for the Winter. The vaccination clinic located in the Square had also been used to test for cardiovascular related issues. This was part of the effort to bring healthcare closer to residents, by way of health on the high street. Furthermore, it was recognised as an example of the partnership working.

Members were informed that the Partnership plan created had been built upon the work of the Council to ensure that it was aligned with its partners and organisations. This had created some areas of focus that could be improved upon. The focus had been spread across six priority areas:

- (i) **Focus on Priority Areas and Deprivation** – this aimed to help disadvantaged residents have a good start to life, There had been work undertaken in this sector, but it required consolidation between partners.
- (ii) **Support for residents whom English is not their first language** - there had been difficulties accessing services, but this is an area that could be improved upon with collaboration.

- (iii) **Access to Safe and Affordable housing** - this had been recognised as a determinant that made a significant difference general wellbeing.
- (iv) **Mental Health and Wellbeing** - there had been improvements in mental health services for older adults. This had been recognised as an area that with further collaboration could be greatly improved for all demographics.
- (v) **Promoting healthy weight, healthy choices and reducing inactivity.**
- (vi) **Workforce and making Surrey Heath an even more desirable place to work** - making Surrey Heath a desirable place to work and remain in employment. significant issue recognised by all partners

The Committee was informed that there was a planned public engagement event to take place on 1 October 2022 at the Camberley Theatre, intended as a way of engaging with residents about access to public services.

Arising from discussions, a number of issues were raised:

- (i) The ICB recognised that it where it had previously not taken the opportunity to approach the Community Infrastructure Levy (CIL), it had been explored as an option for additional funding.
- (ii) Excessive waiting times at local pharmacies would be addressed, but the ICB had limited influence over national dispensaries.
- (iii) The role of Accent in the ICP was still in the planning phase but the ICB had been working with the Borough Housing team focused on vulnerable residents.
- (iv) Outreach programmes by the ICB would be increased where needed and had already been done through mobile vaccination and blood testing.

It was recognised that life expectancy was a key indicator of health and the ICB reported the importance of this key indicator and responded with the following:

- (i) The differences between Wards had been noted, and work had been carried out in the Old Dean area and investigations had begun in St. Michaels and Watchets.
- (ii) The approach to the work done on life expectancy is to work with local communities, build on their strengths and understanding what works for them.
- (iii) New roles had been created in the ICP to facilitate this approach and funding had been made available for additional services.

The Committee thanked the ICB for its presentation.

RESOLVED to note the presentation.

10/EP Accent Housing

The Committee received a presentation from Edith Shah, Director of Property Services for Accent Group on the progress made to reducing the backlog of works since its last meeting. She reported that approximately 1,000 legacy jobs remained, a reduction from the 1,500 cases that had been reported at the previous meeting. In order to address the backlog, additional contractors had been sourced to progress these legacy jobs, with Accent's contractor for the South East Region,

Ian Williams, focusing primarily on current demand and planned works. All roofing repairs were due to be completed by 31 October 2022. Due to the number of outstanding fencing jobs, another maintenance contractor was assisting with these cases.

Members discussed the progress regarding the backlog of works and expressed concerns about the numbers of cases still outstanding, noting that the approaching winter would be problematic for tenants with boiler and roofing works. Concerns were also raised about specific properties, to which Ian Williams representatives responded that work had been done on recruiting additional team members to tackle the backlog.

Arising from discussions, the following issues were raised:

- (i) Accent advised that tenants could not be prioritised for repair works.
- (ii) Accent had sent out communications to tenants informing them to test their heating systems to prevent an influx in related repair works that could not be handled.
- (iii) Accent had been seeking to address the issue of repair works outstanding by 28 days and that in future all repair works would aim to be completed before 28 days elapsed.
- (iv) Fencing repair work completed with chain link fencing would continue in line with Accent policy, but would only be done on shared borders and not on public highways.
- (v) Empty properties were not redecorated unnecessarily and Accent had ceased to fit carpets due to it not being relevant to repair works.
- (vi) Members were told that there had been 70 void properties in Surrey Heath and Accent had brought in 4 new contractors to bring those properties to standard.
- (vii) Accent had assumed role of assessing empty properties within 24 hours of being void.
- (viii) Members were reminded Accent that residents who were not Accent tenants should contact the local authority to be included on the Housing Register.
- (ix) A working relationship with Frimley Fuel Allotments was agreed as potentially beneficial and could be further progressed.
- (x) Members praised Accent for the Watchetts Park roadshow.

RESOLVED to note the presentation

Note: It was noted for the record that Councillor Emma-Jane McGrath informed the Committee that she was a tenant in Accent housing.

11/EP Committee Work Programme

The Committee considered its Work Programme and, following discussion, agreed to re-prioritise items relating to the economic situation, including food banks and warm banks for its next meeting. It was therefore agreed to bring forward the item from Citizens Advice Surrey Heath and other related items on the economic situation, with the final decision on the agenda content to be agreed with the Chairman and Vice Chairman. It was also agreed that, rather than requesting

presentations from the organisations invited to the meeting, it would be conducted in a similar style to a workshop, with Members invited to submit questions in advance of the meeting.

The update from Accent Group would also be considered at the November meeting, but it was agreed to reschedule the item from Surrey Heath Tree Wardens to the meeting in February 2023. Other suggested items for future consideration included Street Angels.

12/EP Vote of Thanks

The Chairman informed Members that Louise Livingston would be leaving the Council's employment in November 2022 and this would be her last meeting supporting the Committee. On behalf of the Committee, she thanked Louise for all of her work and support and wished her well in her new role at Wokingham BC.

Chairman

**Minutes of a Meeting of the Joint Staff
Consultative Group held at Committee
Room 1, Surrey Heath House/ Zoom on
22 September 2022**

+ Lynn Smith (Chairman)
+ Cllr Sharon Galliford (Vice Chairman)

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

+ Present
- Apologies for absence presented

In Attendance: Louise Livingston, Lucy Phillips, Julie Simmonds Rachel Whillis

9/J Notes

The minutes of the meeting of the Joint Staff Cumulative Group held on 16th June 2022 were agreed as being a correct record.

10/J Declarations of Interest

There were no declarations of interest.

It was noted that Members allowances was attached to Staff Pay however this is a decision for Full Council.

11/J Pay Review 2023/24 & 2024/25

The Group received a presentation regarding the Pay Review by the Staff Representatives. Staff turnover was rising with a rate of 4 percent this year compared to previous year's 1 percent turnover. The Council had provided the second lowest pay settlement in 2022/23 of Local Authorities in Surrey. The Group considered the results of the staff survey undertaken by the Staff Representatives. 144 responses were received and 99 people included the rise of the cost of living in their response.

Member Representatives were made aware of the staff expectations in regards to the pay percentage increase. The staff survey showed that the average expectation was an 8 percent increase with a minimum of 6 percent. The feedback from the survey had included reports that some members of staff had begun using foodbanks.

The Group were reminded about the process of the Joint Staff Consultative Group. Topics discussed in the meeting will go onto the Employment Committee which will then lead to the Full Council and would require a majority vote.

The Member Representatives offered a consolidated pay rise of 8 percent to begin on the First of October 2022. This would be for an 18 month pay settlement period, with negotiations for 2024-26 to begin in October 2023. As the proposal was required to go through Employment Committee and Full Council this will not be immediate and would be backdated. The Staff Representatives accepted the proposal by the Members Representatives.

RESOLVED that the Employment Committee be advised to recommend to full Council the adoption of an 8 percent pay increase to begin on the First of October 2022

12/J

Christmas Closure Arrangements from 2023 Onwards

The Group received a presentation from the Staff Representatives regarding the views of Officers on future Christmas closure arrangements collated from the staff survey. It was noted that Officers currently received Bank Holiday days, a statutory day of leave in Staff Terms & Conditions of Employment, plus an additional day of leave added to their holiday entitlement and staffing booking a day for their annual leave entitlement.

The Council utilised the Cambridge Call Centre to respond to any emergency enquiries and the Council provided a list of on call Officers over the Christmas period who would then be contacted as and when needed by residents. It was further clarified that the contact numbers did not change and residents can call the usual contact number.

Member Representatives requested information to be provided to them to assist in understanding the financial implications that are called in in regard to closing the Council Offices for the Christmas period versus opening the office. Member Representatives also requested detail surrounding the services active at Christmas, the projected workload and resources to be available. Member Representatives raised the issue of fairness for Officers working over the Christmas period against the Officers not required. It was noted that other Councils were open during the Christmas period.

Having considered the options, it was agreed by a majority of the Member Representatives and all Staff Reps to advise the Employment Committee to continue with the status quo and

RESOLVED that the Employment Committee be asked to agree that

(i) The current Christmas period arrangement of the closure of the Council Offices, to be 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, be continued; and

(ii) This arrangement be made contractual.

13/J Agile Working Policy

The Group received a copy of the Agile Working Policy to review amendments. Two mistakes were noted to be rectified.

RESOLVED that the Employment Committee be asked to agree to the revised Agile Working Policy, as set out in Annex A to the report, be adopted.

14/J Social Networking Policy

The Group was reminded that, in March 2022 it had considered a revised Social Networking Policy. The Employment Committee had subsequently considered the Policy and had asked for further details to be added. Section 8.3 had consequently been amended to be stronger.

RESOLVED that the Employment Committee be asked to agree to the revised Social Networking Policy, as set out in Annex A to the report, be adopted.

15/J Work Programme

The Joint Staff Consultative Group noted the work programme for the rest of the municipal year.

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

Chairman

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