

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
9 October 2019**

+ Cllr Robin Perry (Mayor)
+ Cllr Valerie White (Deputy Mayor)

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

+ Present
- Apologies for absence presented

37/C Apologies for Absence

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

38/C Minutes

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

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

39/C Mayor's Announcements

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

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

40/C Leader's Announcements

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

41/C Questions from Members of the Public

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

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

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

42/C Executive, Committees and Other Bodies

- (a) Executive – 11 September 2019

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

RESOLVED that

- (i) **the minutes of the meeting of the Executive held on 11 September 2019 be received;**
 - (ii) **a further local contribution of up to £40,000 from the Local Drainage Reserve be agreed to fund the works to the culvert to the north of Pennypot Lane, as shown on Plan 1 at Annex A to the agenda report relating to minute 34/E; and**
 - (iii) **this addition to the Capital Programme be agreed.**
- (b) Planning Applications Committee – 18 July, 1 August, 15 August and 12 September 2019

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (g) Licensing Committee – 2 October 2019

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

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

43/C Motions

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

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

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

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

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

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

It was moved by Councillor Rebecca Jennings-Evans and seconded by Councillor Rodney Bates that the motion be amended by removing the word “food” from (i) and (ii) of the motion. The amendment was put to the vote and carried. As a consequence, it became the substantive motion, which was then put to the vote and carried.

RESOLVED to ask the Executive Head of Regulatory and Executive Head of Transformation to

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

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

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

44/C Motions

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

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

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

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

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

It was moved by Councillor Rodney Bates and seconded by Councillor Adrian Page that the motion be amended to remove the words “by 2050”. The amendment was put to the vote and carried. As a consequence, it became the substantive motion, which was then put to the vote and carried.

RESOLVED to

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

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

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

45/C Motions

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

“this Council

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

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

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

The original motion was put to the vote and carried.

RESOLVED to

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

46/C Monitoring Officer

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

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

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

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

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

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

47/C Polling District and Polling Place Review

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

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

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

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

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

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

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

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

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

RESOLVED that

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

48/C Interim Deputy Chief Executive

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

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

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

49/C Leader's Question Time

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

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

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

50/C Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in the paragraphs of Part 3 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
51/C	3
52/C	3

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

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

52/C Review of Exempt Items

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

Mayor