

**MINUTES OF A MEETING OF SURREY
HEATH BOROUGH COUNCIL held at
Surrey Heath House, Camberley on
27 October 2021**

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

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

+ Present

- Apologies for absence presented

* In attendance virtually but did not vote

32/C Sir David Amess MP

The Council observed a minute's silence in memory of Sir David Amess MP, who had been killed on 15 October 2021 whilst attending his constituency surgery.

33/C Suspension of Council Procedure Rules

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

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

34/C Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Peter Barnett, Colin Dougan, Tim FitzGerald, David Lewis and John Skipper. It was noted that some councillors had joined the meeting virtually but would not be entitled to vote.

35/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 28 July 2021 be approved as a correct record.

36/C Report of the Returning Officer

The Council received the report of the Returning Officer in relation to results of the by election of a councillor for the Frimley Green Ward of the Borough of Surrey Heath held on 14 October 2021 and noted that Stuart Black had been elected.

37/C Mayor's Announcements

The Mayor referred to the recent death of Alderman Derek Franklin, who had served as a councillor from 1991 until 1999. He had been Mayor of Surrey Heath in the 1997-98 municipal year and conferred as an Alderman in 2009. On behalf of the Council, the Mayor sent condolences to Alderman Franklin's family.

The Mayor paid tribute to Mr Richard Payne, the Executive Head of Corporate, who would be leaving the Council's employment at the end of October 2021 and wished him well for the future.

The Council was informed of the variety of events the Mayor had attended since the meeting in July, including the raising of the Pride Flag and the Emergency Services Flag at Surrey Heath House, which had been held on 2 August 2021 and 9 September 2021 respectively. The Mayor also reminded Members that, on 12 September 2021, the Freedom of the Borough had been conferred upon the Joint Hospital Group (South East).

38/C Leader's Announcements

The Leader welcomed Councillor Stuart Black to the Council and extended a welcome to new employees, including the two members of staff who had joined as part of the national graduate trainee programme. The Leader also thanked Mr Richard Payne, who would be leaving the Council at the end of the month, for his service and wished him well for the future.

The Council was updated on the progress of the families housed in the borough as part of the Afghan resettlement scheme. The Leader reported on the progress of the Night Stop project, where building works for the emergency accommodation were underway and, thanks to the efforts of officers and the Hope Hub, support would be available to residents in need before Christmas.

The Leader referred to the national shortage HGV drivers and reported that, despite the shortages, the vast majority of Council's services had continued without interruption. He also advised that in the previous week a final collection of garden waste had been completed for that year and it was hoped to be a position to relaunch the service in the spring of 2022.

Members were informed that the Local Council Tax Support Scheme had been reviewed and a report would be considered by the Executive the following month. The Leader reported that the Council was fourth and seventh respectively for

national Council Tax and Business Rates collection rates. He thanked residents, businesses and officers for contributing towards this success.

The Leader extended his condolences to the families of Sir David Amess and Alderman Derek Franklin.

39/C Executive, Committees and Other Bodies

- (a) Executive – 20 July, 17 August, 9 September and 19 October 2021.

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 20 July, 17 August, 9 September and 19 October 2021 be received and the recommendations therein be adopted as set out below:

43/E Doman Road Bulking Shed

RESOLVED that

- (i) the Bulking Shed at Doman Road be removed from the Capital Programme at this time; and**
- (ii) a supplementary estimate of £20,000 be agreed to cover the cost of the feasibility study for the rebuilding of the bulking shed in the Council's Depot at Doman Road, including producing drawings, preparing specifications, inviting tenders, and applying for planning permission.**

- (b) Planning Applications Committee – 12 August and 23 September 2021

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 12 August and 23 September 2021 be received.

- (c) Audit and Standards Committee – 4 August 2021

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 4 August 2021 be received.

- (d) Joint Staff Consultative Group – 22 July and 23 September 2021

It was moved by Councillor Graham Tapper, seconded by Councillor Josephine Hawkins and

RESOLVED that the minutes of the meetings of the Joint Staff Consultative Group held on 22 July and 23 September 2021 be received.

- (e) Employment Committee – 27 July and 7 October 2021

It was moved by Councillor Cliff Betton, seconded by Councillor Rebecca Jennings-Evans and

RESOLVED that the minutes of the meetings of the Employment Committee held on 27 July and 7 October 2021 be received.

- (f) Licensing Committee – 29 July 2021

It was moved by Councillor Rodney Bates, seconded by Councillor Dan Adams and

RESOLVED that the minutes of the meeting of the Licensing Committee held on 29 July 2021 be received.

- (g) External Partnerships Select Committee – 7 September 2021

It was moved by Councillor Vivienne Chapman, seconded by Councillor Morgan Rise and

RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 7 September 2021 be received.

- (h) Performance and Finance Scrutiny Committee – 8 September 2021

It was moved by Councillor Sashi Mylvaganam, seconded by Councillor Valerie White, and

RESOLVED that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 8 September 2021 be received.

40/C Motions

It was moved by Councillor Cliff Betton and seconded by Councillor Graham Alleway that

“the Council RESOLVES that

- (i) this Council needs a quality management system which:

- a. needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements; and
 - b. aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements; and
- (ii) the Chief Executive be asked to produce a report for consideration by the Full Council on 15 December 2021 in respect of the resources and timescales required for Surrey Heath Borough Council to become certified to the ISO 9001:2015 standard and to determine whether the standard should apply to departments that outface to residents and outside bodies, or to the Council as a whole.”

It was moved by Councillor Victoria Wheeler and seconded by Councillor Edward Hawkins that the motion be amended by replacing the wording in (ii) with:

“the Chief Executive be asked to review the findings of the Performance & Finance Scrutiny Committee and further review how applicable the standards of ISO9001 are and could be applied to each service function, with this to be reviewed by the appropriate committee and a full report to be brought to the Full Council within the first quarter of 2022”.

As Councillor Cliff Betton indicated his agreement to this change the motion was amended without a vote.

RESOLVED that

- (i) this Council needs a quality management system which:**
 - a. needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements; and**
 - b. aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements; and**
- (ii) the Chief Executive be asked to review the findings of the Performance & Finance Scrutiny Committee and further review how applicable the standards of ISO9001 are and could be applied to each service function, with this to be reviewed by the appropriate committee and a full report to be brought to the Full Council within the first quarter of 2022.**

Note: It was noted for the record that Councillor Graham Alleway declared that he was employed by a certification body as a consultant and certified auditor of the ISO standard.

41/C Review of Political Proportionality

The Council was required by law to allocate seats in proportion to the political composition of the Council, with the aggregate membership of all the committees also being proportionate. The Council received a report setting out a proposed revised scheme of proportionality following the Frimley Green by-election on 14 October 2021. Members also noted revised memberships proposed by the respective Group Leaders to the Planning Applications Committee and the Performance & Finance Scrutiny Committee.

It was moved by Councillor Alan McClafferty, seconded by Councillor Adrian Page and

RESOLVED that

- (i) the revised the scheme of proportionality as set out at Annex A to the agenda report, be adopted for the remainder 2021/22; and**
- (ii) the revised membership of the Planning Applications Committee and Performance Finance Scrutiny Committee and, as set out at Annex B to the agenda report, be agreed.**

42/C Five Year Strategy 2022-2027

The Council considered the draft Five Year Strategy 2022-2027. The Strategy had been developed following an extensive consultation, with a cross-party Task & Finish group steering its development. The overarching priorities for the Strategy, from which all the issues and objectives for the Strategy would then flow, were:

- Environment,
- Health & Quality of Life
- Economy
- Effective & Responsive Council

Members were informed that the Executive had considered the Strategy at its meeting on 19 October 2021 and the changes recommended at that meeting were noted.

RESOLVED that the new Five Year Strategy be adopted and any final amendments to the content of the strategy be delegated to the Chief Executive in consultation with the Leader.

43/C Governance Working Group

The Council received a report from the Governance Working Group on the issues it had discussed at its meeting on 17 September 2021.

The Working Group had considered governance matters in relation to planning appeals, which had been referred to it by the Council in October 2021. The Group

proposed the addition of a delegation to the Head of Planning to determine the strategy for planning appeals in cases where the proposed approach could be considered to undermine a decision of the Planning Applications Committee. The delegation would be exercised after consultation with the Chairman and Vice Chairman of the Planning Applications Committee, along with the relevant ward councillors.

Members also considered proposed changes to Financial Regulations and Contract Standing Orders, as detailed in the agenda report.

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

RESOLVED that

- (i) the Scheme of Delegation of Functions to Officers at Part 3, Section B of the Constitution be updated to include the following delegation:**

The Head of Planning

Authority	After Consultation with	Function
To make decisions relating to the strategy of the Council's case in planning appeals where the strategy would be contrary to or considered unsupportive of a decision of the Planning Applications Committee	The Chairman and Vice Chairman of the Planning Applications Committee and the relevant Ward Councillors.	Non-Executive

- (ii) Financial Regulations at Part 4, Section H of the Constitution be updated as set out at Annex A to the agenda report; and**
- (iii) Contract Standing orders at Part 4, Section I of the Constitution be updated as set out at Annex B to the agenda report.**

44/C Section 151 Officer

In accordance with Section 151 of the Local Government Act 1982 and Section 113 of the Local Government Finance Act 1988 there was a statutory requirement on the Council to designate one of its officers as its Section 151 Officer/Chief Finance Officer.

Members were reminded that, at its meeting on 28 July 2021 the Council had resolved to appoint Joanne Moore as Section 151 Officer. Due to unforeseen circumstances Ms Moore had been unable to take up the appointment. The Council's Chief Accountant, Mr Adrian Flynn, had consequently appointed as Section 151 Officer, by Urgent Action, pending the recruitment to the new post of

Strategic Director of Finance & Customer Services. The Urgent Action authorisation form was noted.

At its meeting on 13 September 2021, an Appointments Sub Committee had agreed to appoint Bob Watson as Strategic Director of Finance & Customer Services and recommended that he be appointed as the Council's Section 151 Officer. The Sub Committee had also agreed to appoint Amanda Fahey as Interim Strategic Director of Finance & Customer Services and it was proposed that she be appointed as Section 151 Officer whilst she was in this role.

RESOLVED that

- (i) Mr Bob Watson be appointed as the Section 151 Officer, to be effective upon commencement of his employment with the Council; and**
- (ii) Ms Amanda Fahey be appointed as the Section 151 Officer with immediate effect until Mr Watson commences his employment with the Council.**

45/C Leader's Question Time

The Leader responded to questions from Councillor Vivienne Chapman arising from the environmental section in the new Five Year Strategy. He indicated his support for publicising information in Heathscene concerning the important role of hedgerows in carbon capture. Furthermore, following a question from Councillor Pat Tedder, he undertook to discuss with the Chief Executive options within the planning process to encourage the use of soft landscaping rather than mortar, as well as discouraging the removal of hedges and trees.

In respect of concerns raised by Councillor Chapman about the impact on pupils of exhaust emissions from idling vehicles outside schools, he also agreed to write to Surrey County Council (SCC) about installing notices outside schools and indicated that funding could be made available if necessary. Furthermore, he asked the Chief Executive to look into Civil Enforcement Officers enforcing against idling vehicles.

In response to a question from Councillor Morgan Rise, the Leader referred to the new aspirations section in the Five Year Strategy.

The Leader received a question from Councillor Rebecca Jennings-Evans concerning reports that the Arriva bus routes 34 and 35 were to be discontinued and a question from Councillor Victoria Wheeler on plans reported at a Surrey Heath Local Committee meeting that SCC was proposing improvements to the bus stops on those routes. In response, the Leader undertook to write to Surrey County Council to lobby for retaining a service on those routes and clarify proposals to update the bus stops.

Mayor