

MINUTES  
OF A MEETING OF THE  
**COUNCIL**

held on 8 February 2018

Present:

	Cllr G S Cundy (Mayor)	
	Cllr W P Forster (Deputy Mayor)	
Cllr Mrs H J Addison		Cllr D E Hughes
Cllr A Azad		Cllr Mrs B A Hunwicks
Cllr T Aziz		Cllr S Hussain
Cllr A-M Barker		Cllr I Johnson
Cllr D J Bittleston		Cllr J Kingsbury
Cllr J E Bond		Cllr R Mohammed
Cllr A J Boote		Cllr L M N Morales
Cllr A C L Bowes		Cllr A E Murray
Cllr K M Davis		Cllr M Pengelly
Cllr I Eastwood		Cllr M I Raja
Cllr D Harlow		Cllr C Rana
Cllr K Howard		Cllr M A Whitehand

Also Present: Claire Storey, Independent Co-Opted Member

Absent: Councillors M Ali, M A Bridgeman, G G Chrystie and C S Kemp.

### **BRIGADIER MUSLIM SALAMAT**

Before the start of the meeting, the Council held a minute's silence in memory of Brigadier Muslim Salamat who had passed away earlier in the day. Brigadier Salamat had been awarded the honour of Eminent Citizen in 2011 and was a Deputy Lord Lieutenant.

#### **1. MINUTES**

RESOLVED

That the minutes of the Ordinary Meeting of the Council held on 7 December 2017 be approved and signed as a true and correct record.

#### **2. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Councillors Ali, Bridgeman, Chrystie and Kemp.

#### **3. MAYOR'S COMMUNICATIONS**

The Mayor reported on the events he had attended since the last Council meeting, including numerous carol concerts and an event hosted by Woking Football Club in Jubilee Square on Christmas Eve. Visits had been made to the Police, the Fire Station, Woking Hospice and the Council Offices and a special Christmas lunch had been held at Moorcroft, attended by over 70 elderly residents. The Mayor had also attended music concerts and the Woking

Music Festival, at which the Dame Ethel Smyth Award had been awarded to Greenfield School's Chamber Choir.

Various charity events had been attended, including AGMs and Holocaust Memorial events. Surrey University had been visited to see their future aspirations and projects currently being taken forward. A number of visits had been made to local schools and pupils from Halstead School had visited the Civic Offices.

The Mayor's Ball would be held on 3 March 2018, raising money for this year's Mayor's Charity, Your Sanctuary. The Mayoress would be hosting a Ladies' Lunch on 18 April 2018.

#### **4. URGENT BUSINESS**

No items of Urgent Business were considered.

#### **5. DECLARATIONS OF INTEREST.**

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor Mrs B A Hunwicks, Councillor C S Kemp and Councillor J Kingsbury declared a non-pecuniary interest in any items under which the Thamesway Group of Companies was discussed, arising from their positions as Directors of the Thamesway Group of Companies. The interest was such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor J Kingsbury declared a non-pecuniary interest in any items under which the Victoria Square Development was discussed, arising from his position as a Director of Victoria Square Woking Limited. The interest was such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor J Kingsbury declared a non-pecuniary interest in any items under which the Brookwood Cemetery was discussed, arising from his position as a Director of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest was such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor J Kingsbury declared a non-pecuniary interest in any items under which Export House was discussed, arising from his position as a Director of Export House Limited. The interest was such that speaking and voting were permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan, Deputy Chief Executive, Douglas Spinks, Strategic Director, Sue Barham, and Head of Democratic and Legal Services, Peter Bryant, declared an interest in any items under which the Thamesway Group of Companies was discussed, arising from their positions as Directors of the Thamesway Group of Companies. The interest was such that speaking was permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan, declared an interest in any items under which the Victoria Square Development was discussed, arising from his position as a Director of Victoria Square Woking Limited. The interest was such that speaking was permissible.

In accordance with Officer Procedure Rules, the Chief Executive, Ray Morgan, and the Deputy Chief Executive, Douglas Spinks, declared an interest in any items under which Export House was discussed, arising from their positions as Directors of Export House Limited. The interest was such that speaking was permissible.

In accordance with Officer Procedure Rules, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, declared an interest in any items under which Brookwood Cemetery was discussed, arising from their positions as Directors of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest was such that speaking was permissible.

In accordance with the Members' Code of Conduct, Councillor R Mohammed declared an interest in Item 8 – Recommendations of the Executive and Committees – arising from his position as a holder of a taxi operator's licence. The interest was such that Councillor Mohammed left the Chamber during the determination of the recommendations from the Licensing Committee held on 23 January 2018.

In accordance with the Members' Code of Conduct, Councillor S Hussain declared an interest in Item 8 – Recommendations of the Executive and Committees – arising from the position of a family member as a holder of a taxi operator's licence. The interest was such that Councillor Hussain left the Chamber during the determination of the recommendations from the Licensing Committee held on 23 January 2018.

## **6. QUESTIONS.**

Copies of questions submitted under Standing Order 8.1 together with draft replies were laid upon the table. The replies were confirmed by Members of the Executive, supplementary questions were asked and replies given.

## **7. COUNCIL TAX 2018-19 AND RECOMMENDATIONS OF THE EXECUTIVE AND COMMITTEES**

The Mayor set out the procedure to be adopted in determining the Council Tax for 2018-19 and the Recommendations of the Executive and the Licensing Committee. The Mayor would take the report on Council Tax first, together with the recommendations of the Executive on 1 February 2018 relating to the General Fund, Service Plans, Budgets and Prudential Indicators, Housing Revenue Account Budgets, the Investment Programme and the Treasury Management Strategy and Prudential Indicators.

The recommendations from the meeting of the Executive on 18 January 2018, the recommendations from the meeting of the Licensing Committee on 23 January 2018 and the remaining recommendations from the meeting of the Executive on 1 February 2018 would be considered once the Council Tax for 2018-19 had been determined. A procedure note had been prepared which clearly set out all the recommendations before the Council.

Councillor D J Bittleston moved and Councillor A Azad seconded the reception and adoption of the report and recommendations of the meetings of the Executive held on 18 January and 1 February 2018.

Councillor D Harlow moved and Councillor H J Addison seconded the reception and adoption of the report and recommendations of the meeting of the Licensing Committee held on 23 January 2018.

### **EXECUTIVE – 2 FEBRUARY 2017**

### **GENERAL FUND, SERVICES PLANS, BUDGETS AND PRUDENTIAL INDICATORS 2018-19, HOUSING REVENUE ACCOUNT BUDGETS 2018-19, INVESTMENT PROGRAMME**

**2017-18 TO 2020-21, TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2018-19 AND COUNCIL TAX 2018-19**

The Council had before it the recommendations of the Executive for the General Fund, Service Plans, Budgets and Prudential Indicators 2018-19, Housing Revenue Account Budgets 2018-19, Investment Programme 2017-18 to 2020-21, and Treasury Management Strategy and Prudential Indicators 2018-19. A report on the 2018-19 Council Tax was also before the Council.

The Leader of the Council, Councillor D J Bittleston, made a statement on the Budget for 2018-19. Councillor A-M Barker, Leader of the Liberal Democrat Group, Councillor M I Raja, Leader of the Labour Group, and Councillor J Bond, Leader of the Independent Group, were invited to respond to the budget statement.

Following the debate, the Council considered the recommendations of the Executive together with the report on the Council Tax 2018-19 and agreed the proposals unanimously.

**GENERAL FUND, SERVICE PLANS, BUDGETS AND PRUDENTIAL INDICATORS 2018-19**

RESOLVED

- That (i) the Revenue Estimates and Human Resource requirements for 2018/19 be approved;
- (ii) a Band D Council Tax for the Borough of Woking for 2018/19 of £233.46 be approved;
- (iii) the Finance Director, in consultation with the Portfolio Holder, be authorised to approve the terms of the Surrey Business Rates Pilot on behalf on the Council and to sign the Memorandum of Understanding;
- (iv) the Prudential Indicators at Appendix 3 to the report be approved, subject to any changes arising from consideration of the Investment Programme, revenue budgets and Final Government Settlement;
- (v) the Service Plans for 2018/19 at Appendix 4 to the report be approved; and
- (vi) the Food Safety Plan and Health and Safety Plan at Appendix 4a and 4b to the report be approved.

**HOUSING REVENUE ACCOUNT BUDGETS 2018-19**

RESOLVED

- That (i) the Housing Revenue Account budget for 2018/19 as set out in Appendix 1 to the report be approved; and
- (ii) with effect from 2 April 2018, rents be increased by 4% for Shared Ownership properties and be reduced by 1% for all other tenancies.

### **INVESTMENT PROGRAMME 2017-18 TO 2020-21**

RESOLVED

- That (i) the Investment Programme 2017/18 to 2020/21 be approved, subject to reports on projects where appropriate; and
- (ii) the proposed financing arrangements be approved.

### **TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2018-19**

RESOLVED

- That (ii) the Treasury Management Prudential Indicators set out in table 2 of Section 4 and the MRP policy set out in Appendix A to the report be approved, subject to any changes arising from consideration of the Investment Programme, revenue budgets and Revenue Support Grant Settlement.

### **COUNCIL TAX 2018-19**

RESOLVED

- That (i) the revenue estimates for 2018/19, as submitted, be approved;
- (ii) it be noted that the Chief Financial Officer, in accordance with the terms of his delegated authority, has calculated the following amount for the year 2018/19 in accordance with regulations made under Section 31B (3) of the Local Government Finance Act 1992 as amended (the Act) as:-
- a) 41,030 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax base for the year;
- (iii) the Council calculates that the Council Tax requirement for the Council's own purposes for 2018/19 is £9,578,864.
- (iv) the following amounts be now calculated by the Council for the year 2018/19 in accordance with Sections 31 to 36 of the Act:-
- a) £129,159,344 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act;
- b) £119,580,480 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act;
- c) £9,578,864 being the amount by which the aggregate at 4 a) above exceeds the aggregate at 4 b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its council tax requirement for the year;

d) £233.46 being the amount at 4 c) above divided by the amount at 2 a) above, calculated by the Council, in accordance with section 31 B of the Act, as the basic amount of its Council Tax for the year;

(v) it be noted for the year 2018/19 Surrey County Council and Surrey Police and Crime Commissioner have issued precepts to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings in the Council's area as shown in the table below.

(vi) the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the table below as the amounts of council tax for the year 2018/19 for its area and for each of the categories of dwellings :-

Valuation Band	Surrey County Council Basic £	Adult Social Care £	Total Surrey County Council £	Surrey Police and Crime Commissioner £	Woking Borough Council £	Aggregate of Council Tax Requirements £
A	872.60	68.26	940.86	157.71	155.64	1,254.21
B	1,018.03	79.64	1,097.67	184.00	181.58	1,463.25
C	1,163.47	91.01	1,254.48	210.28	207.52	1,672.28
D	1,308.90	102.39	1,411.29	236.57	233.46	1,881.32
E	1,599.77	125.14	1,724.91	289.14	285.34	2,299.39
F	1,890.63	147.90	2,038.53	341.71	337.22	2,717.46
G	2,181.50	170.65	2,352.15	394.28	389.10	3,135.53
H	2,617.80	204.78	2,822.58	473.14	466.92	3,762.64

(vii) the Council's basic amount of Council Tax for 2018/19 is not excessive in accordance with the principles approved under Section 52 ZB of the Local Government Finance Act 1992 as amended.

### Adjournment

Following the determination of the Council Tax 2018/19, the Mayor adjourned the meeting for a ten minute comfort break.

## **EXECUTIVE – 18 JANUARY 2018**

### **NOTICE OF MOTION – COUNCILLOR W P FORSTER**

RESOLVED

That the Motion be supported as follows:

“Care leavers have had their childhoods punctuated by instability and trauma, they leave home earlier and have less support than other young people. As a result, care leavers have some of the worse life chances in the country.

A 2016 report by the Children's Society found that when care leavers move into independent accommodation, they find managing their own finances

extremely challenging. With no family to support them and insufficient financial education, care leavers are falling into debt and financial difficulty. The Children's Society recommends that care leavers should be taken out of Council Tax until they turn 25.

The Children and Social Work Act 2017 places corporate parenting responsibilities on borough and district councils for the first time, requiring them to have regard to children in care and care leavers when carrying out their functions.

To ensure that transition from care to adult life is as smooth as possible and to mitigate the chances of care leavers falling into debt as they begin to manage their own finances, this Council agrees not to charge care leavers under 25 living in Woking Borough any Council Tax from April 2018.

This Council also agrees to look at ways of supporting care leavers further to ensure they fulfil their potential.”

#### **NOTICE OF MOTION – COUNCILLOR K HOWARD**

RESOLVED

That the Motion be supported as follows:

“With a view to finding a solution to the ongoing problem of roadside litter, officers will investigate and recommend ways in which the Council can target people who throw litter from vehicles on the public highway.”

#### **PROTOCOLS OF THE THAMESWEY GROUP OF COMPANIES**

The Council thanked Councillor Johnson and Councillor Kingsbury for their work on reviewing the protocols and noted the intention to make the papers available electronically to those Members who had signed the non-disclosure agreement.

RESOLVED

That the revised Protocols of the Thameswey Group of Companies, as set out in Appendix 2 to the report, and as amended by the Executive, be adopted.

#### **FIXED PENALTY NOTICE (FPN) POLICY FOR FLY TIPPING OFFENCES**

RESOLVED

- That (i) the Council issue fixed penalty notices for fly tipping under the Environmental Protection Act 1990;
- (ii) the level of fixed penalty notices shall be set at £400 per penalty notice for fly tipping, such penalty to be reduced to £300 if paid within 10 days as provided for under Regulation 2 of the Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016;
- (iii) authority be delegated to the Assistant Director (Place), in consultation with the Portfolio Holder for Environmental and Well

Being Services, to vary the level of all environmental fixed penalty notice charges in accordance with legislation; and

- (iv) authority be delegated to the Assistant Director (Place) to authorise any persons to issue fixed penalty notices for fly tipping under the Environmental Protection Act 1990.

### **LICENSING COMMITTEE – 23 JANUARY 2018**

#### **INTRODUCTION OF BTEC QUALIFICATION FOR LICENSED TAXI DRIVERS**

The Council had before it proposals for the introduction of a BTEC Level 2 certificate entitled 'Introduction to the Role of the Professional Taxi and Private Hire Driver' for both new and existing drivers. Councillor Harlow, Chairman of the Licensing Committee, introduced the proposals.

Several Councillors indicated their support for the introduction of the qualification for new drivers, but felt that such a qualification was unnecessary for existing drivers, noting the cost (£300) and the time the certificate would take to complete and expressing the belief that the knowledge and skills of existing drivers would not be improved. However, Councillors drew attention to the number of complaints received against existing drivers and the expectation within most professions of ongoing development to enhance their understanding. It was noted that Guildford Borough Council had already introduced the scheme for both new and existing drivers, and that Woking was already receiving applications for licences from those drivers who had failed to successfully complete the certificate in Guildford. The certificate would increase the public's confidence in drivers and develop the professionalism of the service.

Following the debate, the Council unanimously agreed the proposal to introduce the BTEC certificate qualification for all new drivers. In respect of the introduction of the certificate for existing drivers, it was agreed to record the names of Members voting for and against the recommendation in accordance with Standing Order 10.8.

In favour: Councillors Mrs H J Addison, A Azad, A-M Barker, D J Bittleston, J E Bond, A J Boote, A C L Bowes, K M Davis, , W P Forster, D Harlow, Mrs B A Hunwicks, I Johnson, J Kingsbury, A E Murray, M Pengelly, C Rana, and M A Whitehand.

TOTAL in favour – 17

Against: T Aziz , I Eastwood, K Howard and M I Raja

TOTAL against – 4

Present not voting: Councillor D E Hughes and L M N Morales.

TOTAL present not voting – 2

The recommendation (ii) was therefore carried by 17 votes to 4 votes.

#### **RESOLVED**

- That (i) the change in requirements for all new drivers to complete the BTEC Level 2 Certificate be approved; and
- (ii) the change in requirements for all current drivers to complete the BTEC Level 2 Certificate within 3 years be approved.

## **SURREY-WIDE CONVICTIONS POLICY**

RESOLVED

- That (i) the Surrey-wide Taxi and Private Hire Convictions Policy at appendix 3 to the report be adopted;
- (ii) the requirement for all existing taxi and private hire drivers to undertake Child Sexual Exploitation (CSE) training by 1 May 2019 be approved; and
- (iii) the requirement for all new taxi and private hire drivers to undertake CSE training from 11 April 2018 be approved.

## **EXECUTIVE – 1 FEBRUARY 2018**

### **DOMESTIC ABUSE WORKFORCE POLICY**

RESOLVED

That the Domestic Abuse Workforce Policy, attached at Appendix 1 to the report, be adopted.

### **EARN YOUR DEPOSIT SCHEME**

The Council welcomed the proposals for the Earn Your Deposit Scheme, the first such scheme in the Country.

RESOLVED

That Thamesway Housing Limited introduces an “Earn your Deposit” scheme, as outlined in the report.

### **POTENTIAL EXPANSION OF THE JOINT WASTE COLLECTION CONTRACT**

RESOLVED

That Tandridge District Council be admitted to the Joint Waste Collection Contract on the basis that no existing partner is financially disadvantaged.

## **8. SHEERWATER REGENERATION UPDATE**

Councillor Bittleston introduced the report on the progress of the implementation of the Sheerwater Regeneration project. The report covered a number of areas, including the outcome of the recent pre-planning consultation exhibition held on 18 January 2018 and the development of new leisure facilities at the Bishop David Brown School. The scheme had been significantly reviewed by Thamesway Developments Ltd and Thamesway Housing Limited since Thamesway had been appointed to take the development forward. The report therefore sought approval to authorise Thamesway to submit a new hybrid planning application based upon the information in the report.

Councillor Bittleston referred to a letter received from the Sheerwater Residents' Association in regard to the Compulsory Purchase Order and responded to the points raised, in particular

reiterating the arrangements for the valuation of properties, referring to advice received from the Council's Monitoring Officer.

Councillor Bittleston concluded the introduction by thanking Councillor Davis and the other Councillors on the Sheerwater Regeneration Oversight Panel for having unanimously support the report and the recommendations contained therein. Councillor Raja and Councillor Aziz both referred to representations they had received from home owners within the regeneration area and their concerns over the property valuations. In response, Councillor Bittleston again advised Councillors that any residents dissatisfied with the valuation provided by Frazers could seek a valuation from the District Valuer, whose valuation would then be honoured by the Council regardless of whether it was higher or lower than the valuation reached by Frazers. It was added that, at the request of the Oversight Panel, any home owners reluctant to receive a valuation from Frazers could ask the Council to appoint the District Valuer without first receiving a valuation from Frazers.

Councillor Bittleston responded to other points made and agreed with the sentiment expressed by other Members that the process had taken too long to reach this point. However, it was hoped that the development would now progress quickly, with the first of the construction work to start in May 2018.

The Council was directed to the recommendations before them. The Council agreed the recommendations without progressing to a vote, though noted the request by Councillor Aziz and Councillor Raja to record their opposition to the proposals.

**RESOLVED**

- That (i) the Update Report be received;
- (ii) Thameswey Developments Limited be authorised to submit the revised Hybrid Planning Application as outlined in the report;
  - (iii) the revised timetable for the consideration of the Compulsory Purchase Order at the Council's Meeting in October 2018, with the consequential extension of time for the agreement of voluntary sales by private owners, be agreed;
  - (iv) the Community Charter be amended to authorise the use of the District Valuer to determine valuations of properties where owners do not wish to use Frazers or dispute Frazer's valuation;
  - (v) Officers be authorised to engage with private owners to encourage them to consider voluntarily selling their properties to the Council; and
  - (vi) Sheerwater Football Club be designated as a Priority User for the new 3G Football Pitch, the construction of which is scheduled to start in Summer 2018.

**9. ANNUAL REPORT OF THE ELECTIONS AND ELECTORAL REGISTRATION REVIEW PANEL**

Claire Storey, Chair of the Elections and Electoral Registration Review Panel, introduced the Panel's annual report on the work carried out by the Elections Team during the past year. The work had included the County Council elections on 4 May 2017, the UK Parliamentary

Election on 8 June 2017 and the West Byfleet Neighbourhood Plan Referendum on 5 October 2017, in addition to the maintenance of the electoral register.

The Council was advised that the Cabinet Office had recently announced that it would provide grant funding for the email pilot for the coming year following the success of the initiative run by the Council in 2017. The initiative sought to improve the efficiency and efficacy of the annual canvass process through the use of emails sent to electors to confirm their registration details.

Attention was drawn to the integrity pilot to be run by the Council for the May 2018 elections. Under the proposals drawn up between the Council and the Cabinet Office, anyone wishing to vote at a Polling Station would be required to present suitable ID to the Presiding Officer. A list of the types of ID acceptable under the Pilot had been previously agreed by the Council. Anyone seeking to vote at a polling station without ID would be refused a ballot paper. The pilot was one of six being run in 2018 by the Cabinet Office with a view to improving the integrity of the ballot. A comprehensive communications strategy developed with the Cabinet Office would ensure that residents were made aware of the pilot.

The Council welcomed the report.

RESOLVED

That the 2017 Annual Report of the Elections and Electoral Registration Review Panel be received.

## 10. NOTICES OF MOTION

Councillor W P Forster

The following motion was moved by Councillor I Johnson and seconded by Councillor D E Hughes and referred to the Executive on 22 March 2018 in accordance with Standing Order 5.7.

“The Council

- a) notes the national campaign ‘Changing Places’ which encourages the provision of public toilets which are accessible for people with such profound disabilities that they need additional facilities not met by the standard accessible toilets; and
- b) agrees to incorporate into the Victoria Square development the provision of a toilet which conforms to the standards requested by the Changing Places campaign.”

## 11. ANNOUNCEMENT OF DEPUTY MAYOR

The Leader of the Council, Councillor D J Bittleston, announced the intention to nominate Councillor Mrs B A Hunwicks as Deputy Mayor for the 2018/19 Municipal Year.

The meeting commenced at 7.00 pm  
and ended at 10.25 pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_