

MINUTES  
OF A MEETING OF THE  
**BOROUGH COUNCIL OF WOKING**

held on 18 October 2018

Present:

Cllr W P Forster (Chair)  
Cllr Mrs B A Hunwicks (Vice-Chair)

Cllr Mrs H J Addison	Cllr I Eastwood
Cllr M Ali	Cllr D Harlow
Cllr S Ashall	Cllr K Howard
Cllr A Azad	Cllr D E Hughes
Cllr T Aziz	Cllr S Hussain
Cllr A-M Barker	Cllr I Johnson
Cllr D J Bittleston	Cllr C S Kemp
Cllr J E Bond	Cllr L S Lyons
Cllr A J Boote	Cllr N Martin
Cllr A C L Bowes	Cllr R Mohammed
Cllr M A Bridgeman	Cllr L M N Morales
Cllr G G Chrystie	Cllr M I Raja
Cllr G S Cundy	Cllr C Rana
Cllr K M Davis	Cllr M A Whitehand

Prior to the start of the meeting, the Mayor reported that three former Borough Councillors had passed away in recent weeks. John Martin had served on the Borough Council as Labour Councillor for Kingfield and Westfield between 1988 and 1992, and 1998 and 2007. Elizabeth Evans had served on the Borough Council as Labour Councillor between 1999 and 2007 for the Maybury and Sheerwater ward. Richard Wilson had served as a Conservative Borough Councillor between 2007 and 2016 for the West Byfleet ward, and had been a serving County Council for the Borough.

A minutes silence was held in remembrance of the former Councillors.

**1. MINUTES**

RESOLVED

That the minutes of the Ordinary Meeting of the Council held on 26 July 2018 be approved and signed as a true and correct record.

**2. APOLOGIES FOR ABSENCE.**

No apologies for absence were received.

**3. MAYOR'S COMMUNICATIONS**

The Mayor reported on the events and activities he had participated in since the last meeting of Council in July. The Mayor had celebrated the 70<sup>th</sup> anniversary of the creation

of the NHS with a visit to Woking Community Hospital, had opened the Woking Food Festival and had attended the Woking Athletics festival, the 2018 Woking Handicamp and a Nepalese festival.

The Mayor had unveiled a plaque at Dame Ethel Smyth's former residence and hosted a visit to the Borough by the Duke of Gloucester. In September, the Mayor had participated in a 'sleep-out' to raise awareness of homelessness and raise funding for the Mayor's Charity, the York Road Project.

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

There were no items of Urgent Business.

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

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor A Azad, Councillor Mrs B A Hunwicks and Councillor C S Kemp 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 D J Bittleston 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 G S Cundy 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 Officer Procedure Rules, the Chief Executive, Ray Morgan, and Deputy Chief Executive, Douglas Spinks, 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, declared an interest in any items under which 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 was permissible.

In accordance with Officer Procedure Rules, the Chief Executive declared an interest in any items under which Dukes Court was discussed, arising from his position as a Director of Dukes Court Owner T S a r l. The interest was such that speaking was permissible.

In addition, in accordance with the Officer Employment Procedure Rules, the Finance Director, Leigh Clarke, declared an interest in agenda item 8 arising from her husband having a small shareholding in Woking Football Club. The interest did not prevent Mrs Clarke from advising the Council.

In accordance with the Members' Code of Conduct, Councillor I Johnson declared an interest in item 8 – Site Allocation Development Plan Document (DPD) arising from his wife's position as Chairman of Woking Football Club. The interest was such that Councillor Johnson left the Chamber during the determination of the item.

In accordance with the Members' Code of Conduct, Councillor I Eastwood declared an interest in item 8 – Site Allocation Development Plan Document (DPD) arising from his position as a minor Shareholder and Member of the Cards Trust of Woking Football Club. The interest was such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor Mrs B A Hunwicks declared an interest in item 8 – Site Allocation Development Plan Document (DPD) in respect to Gresham Mill arising from her home address at Gresham Mill. The interest was such that speaking and voting were permissible.

## **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. SITE ALLOCATION DEVELOPMENT PLAN DOCUMENT (DPD) WBC18-020**

In view of the interest expressed in the report, the Mayor agreed to move the following item forward on the agenda.

The Council had before it the recommendations of the Local Development Framework Working Group following the public consultation exercise in respect of substituting the six sites safeguarded in the draft Site Allocations Development Plan Document (DPD) with land to the east of Martyrs Lane. The sites proposed to be substituted were in Mayford, Pyrford and Byfleet.

The Working Group had accepted the Officers' recommendation not to safeguard the land east of Martyrs Lane. The Group had also accepted the recommendation not to allocate Ten Acre Farm as a Travellers' site, and had supported the Officers' revised proposal for meeting the accommodation needs of Travellers. However, regarding the safeguarding of the six sites and on the DPD as a whole, the Working Group had resolved to make the following key conclusions:

- There were exceptional circumstances which justified revising the Green Belt boundary in the locations set out within the draft Site Allocations DPD so as to meet the need for homes, infrastructure and Suitable Alternative Natural Greenspace (SANGs) from 2022 to 2027;
- Exceptional circumstances did not exist so as to justify the release of the proposals in Pырford and Mayford from the Green because the use of those sites for residential development would conflict with both local and national planning policies;
- To ensure the enduring permanence of the Green Belt boundary, the Working Group was satisfied that exceptional circumstances have been demonstrated to justify the release of the two sites in Byfleet from the Green Belt and for their safeguarding to meet development needs into the next plan period.

In the main, the Working Group had recommended that only the two Green Belt sites in Byfleet should be released from the Green Belt and be safeguarded to meet future development needs between 2027 and 2040.

The proposals before the Council were introduced by Councillor Ashley Bowes, Portfolio Holder for Planning Policy. Councillor Bowes moved and Councillor Bittleston seconded an amendment to the recommendation (ii) of the report as follows:

- “(ii) Save as for proposal sites GB9 (Land north east of Saunders Lane), GB10 (Land to the north west of Saunders Lane) and GB11 (Land rear of 79-95 Lovelace Drive) which are not to be released from the Green Belt in order to be safeguarded for future development needs or otherwise, and save that as for proposal site GB7 (Nursery Land adjacent to Egley Road), development is to be focused to the south end of the site, leaving the north end, beyond the playing fields of the Hoe Valley Free School and coloured green on the attached plan, as open space not to be developed, the draft Site Allocations DPD (Appendix 5) and the accompanying revised Sustainability Appraisal report and the Habitats Regulations Assessment (copies are in the Members’ Lounge) be supported for the purposes of Regulation 19 consultation to give the public an opportunity to make formal representation.”

The Members of the Council were given the opportunity to debate the amendment and some concern was expressed over the late notice of the changes. A number of points were raised by the Members and Councillor Bowes responded to each of the points made, outlining in full the reasons for the amendment. In accordance with Standing Order 10.8, the names of Members voting for and against the amendment were recorded.

In favour: Councillors H Addison, M Ali, S Ashall, A Azad, T Aziz, D Bittleston, J Bond, A Bowes, G Chrystie, G Cundy, K Davis, I Eastwood, D Harlow, K Howard, Mrs B Hunwicks, S Hussain, C Kemp, L Lyons, N Martin, R Mohammed, M I Raja, C Rana, and M Whitehand.

Total in favour - 23

Against: Councillor L Morales

Total against - 1

Present not voting: Councillors A-M Barker, A Boote, M Bridgeman and D Hughes.

Total - 4

The amendment therefore formed part of the substantive recommendations before the Council which were then debated.

Councillor Morales proposed and Councillor Hughes seconded an amendment to the proposals for the residential development associated with Woking Football Club as follows:

“Site Allocation Reference UA45 – Woking Football Club Site – be amended from providing a development yield of 992 net additional dwellings to providing a development yield of 40 net additional dwellings.” Councillor Morales spoke in support of the amendment.

Councillor Bowes advised that the figure referred to did not appear in the policy document, and had only been included in the reasoned justification. On this basis, the Portfolio Holder had no objection, subject to Councillor Morales accepting a change to her amendment, to reference to the figure of 992 net additional dwellings being removed from the document. Councillor Morales confirmed that the amendment could be revised following Councillor Bowes’ suggestion, proposing the removal of all references to 992 net additional dwellings at the site. The amendment therefore read:

“Reference to a development yield of 992 net additional dwellings at the Woking Football Site (Allocation Reference UA45) be removed from the reason justification document.”

The revised amendment was welcomed by the Council and was agreed nem con. The amendment therefore formed part of the substantive recommendations before the Council.

The recommendations before the Council were debated in full with Members discussing elements including the Green Belt, provision for travellers, air quality and the use of brown field sites for housing.

Councillor Ali proposed and Councillor Aziz seconded an amendment to UA33 – Walton Road Youth Centre, Walton Road, Woking as follows:

“Bullet point 3 of UA33 – Walton Road Youth Centre, Walton Road, Woking within the policy document be amended to refer to a Youth Centre on the site, rather than a general community facility, and thereby to read: Re-provision of the existing youth centre in an improved form to ensure the development complies with Core Strategy policy.”

Concern was expressed that the amendment would limit the possibilities for the site and Councillor Morales suggested a change to the amendment to refer to a community facility suitable for use by a youth group. Councillor Ali accepted the suggestion and the Council was therefore asked to consider the amendment as follows:

“Bullet point 3 of UA33 – Walton Road Youth Centre, Walton Road, Woking within the policy document be amended to read: Re-provision of the existing youth centre in an improved form as a community facility suitable for use by a youth group to ensure the development complies with Core Strategy policy.”

The revised amendment was welcomed by the Council and was agreed nem con. The amendment therefore formed part of the substantive recommendations before the Council.

Before the substantive recommendations before the Council were put to a vote, Councillor Bowes responded to the points raised during the debate, including air and water quality, traveller sites and the Green Belt review, before covering key points in respect of meeting the needs for homes in the Borough.

In accordance with Standing Order 10.8, the names of Members voting for and against the recommendations, as amended, were recorded.

In favour: Councillors H Addison, M Ali, S Ashall, A Azad, T Aziz, D Bittleston, A Bowes, G Chrystie, G Cundy, K Davis, D Harlow, Mrs B Hunwicks, S Hussain, C Kemp, N Martin, R Mohammed, M I Raja, C Rana, and M Whitehand.

Total in favour - 19

Against: Councillors A-M Barker, J Bond, A Boote, M Bridgeman, K Howard, D Hughes and L Lyons.

Total against - 7

Present not voting: Councillors I Eastwood and L Morales.

Total - 2

The recommendations were therefore carried by 19 votes in favour to 7 votes against.

#### RESOLVED

- That (i) the various responses to the consultation on the possibility of substituting the land east of Martyrs Lane for the six sites in Pyrford, Mayford and Byfleet identified for safeguarding in the draft Site Allocations DPD together with Officers' response and recommendations be noted. The Officers' response with recommendations are in the Members' Lounge for inspection;
- (ii) save as for proposal sites GB9 (Land north east of Saunders Lane), GB10 (Land to the north west of Saunders Lane) and GB11 (Land rear of 79-95 Lovelace Drive) which are not to be released from the Green Belt in order to be safeguarded for future development needs or otherwise, and save that as for proposal site GB7 (Nursery Land adjacent to Egley Road), development is to be focused to the south end of the site, leaving the north end, beyond the playing fields of the Hoe Valley Free School and coloured green on the attached plan, as open space not to be developed, the draft Site Allocations DPD (Appendix 5) and the accompanying revised Sustainability Appraisal report and the Habitats Regulations Assessment (copies are in the Members' Lounge) be supported for the purposes of Regulation 19 consultation to give the public an opportunity to make formal representation;
- (iii) authority be delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to approve any minor changes to the DPD and its supporting Sustainability Appraisal report, including the presentation of the documents and any updates on the status of the

proposed sites before they are published for Regulation 19 consultation;

- (iv) authority be delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to oversee the preparation and approval of the following accompanying Submission Documents which will be sent to the Secretary of State for Examination – the Consultation Statement, the Duty to Cooperate Statement and Equality Impact Assessment Statement;
- (v) authority be delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to approve any minor changes to the DPD and its supporting documents to reflect any further changes to national planning policy;
- (vi) reference to a development yield of 992 net additional dwellings at the Woking Football Site (Allocation Reference UA45) be removed from the reason justification document; and
- (vii) bullet point 3 of UA33 – Walton Road Youth Centre, Walton Road, Woking within the policy document be amended to read: Re-provision of the existing youth centre in an improved form as a community facility suitable for use by a youth group to ensure the development complies with Core Strategy policy.

## **8. LOCAL DEVELOPMENT SCHEME (LDS) WBC18-024**

The Council considered a report which proposed a revision to the Local Development Scheme to reflect the time that it had taken to undertake the further work requested by the Local Development Framework Working Group and Council. The revision was needed in order to provide an up-to-date timetable for the preparation of the Site Allocations Development Plan Document.

### **RESOLVED**

- That (i) the proposed revisions to the LDS be approved and the revised LDS as set out in Appendix 1 be adopted to provide an up to date timetable for the preparation of the Site Allocations DPD; and
- (ii) authority be delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning, to approve any minor changes to the revised LDS to reflect new information, including national guidance before it is adopted.

**9. REVIEW OF WOKING CORE STRATEGY WBC18-021**

As a consequence of an amendment to Town and Country (Local Planning) (England) Regulations 2012, a local planning authority was required to review a local development document every five years, including the local plan and the statement of community involvement.

The Council was advised that a review of the Core Strategy had been undertaken in light of the revised regulations. The review had concluded that there was no immediate need to modify the Core Strategy either in part or as a whole.

**RESOLVED**

- That (i) the review of the Woking Core Strategy included in Appendix 1 to the report be approved;
- (ii) the Woking Core Strategy continue to be up to date for the purposes of managing development across the Borough;
- (iii) the details of the review be published on the Council's website as soon as it is reasonable to do so after Council's approval; and
- (iv) authority be delegated to the Deputy Chief Executive, in consultation with the Portfolio Holder for Planning, to approve any minor changes to the review to reflect new information, including any national guidance before it is published.

**10. RECOMMENDATIONS OF THE EXECUTIVE WBC18-022**

Councillor D J Bittleston moved and Councillor A Azad seconded the reception and adoption of the report and recommendations from the meetings of the Executive held on 13 September and 11 October 2018. A supplementary report setting out the extracts from the minutes of the Executive held on 11 October 2018 was tabled.

**Business Rates Recovery Policy**

Councillor Azad presented the recommendations of the Executive in respect of the Business Rates Recovery Policy.

**RESOLVED**

- That (i) the Business Rates Recovery Policy, attached at Appendix 1 to the report, be approved; and
- (ii) the Policy be implemented with immediate effect.

**Council Tax Recovery Policy**

The Council had before it the recommendations of the Executive in respect of the adoption of the Council Tax recovery policy.

RESOLVED

- That (i) the Council Tax Recovery Policy, attached at Appendix 1 to the report, be approved;
- (ii) the Policy be implemented with immediate effect; and
- (iii) the Finance Director be delegated authority to issue civil penalties under Schedule 3 to the Local Government Finance Act 1992 (and subsequent Orders).

**Medium Term Financial Strategy (MTFS) Investment Strategy Update**

The recommendation from the Executive regarding the investment strategy update on the Medium Term Financial Strategy was presented by Councillor Azad. A number of points were raised by Councillors, including the ongoing work to develop a flood alleviation scheme for Byfleet and the importance of the finance training provided on the previous evening. The points raised were addressed by Councillor Azad and it was

RESOLVED

- That (i) the Medium Term Financial Strategy (MTFS) Investment Strategy Update report be approved and the Executive be authorised to continue to prepare an Investment Strategy for future consideration which would generate sufficient income to avoid reduction in services for local people; and

**Proposed Restrictions to Control the Repair of Vehicles on the Public Highway**

Councillor Mrs Hunwicks introduced the proposed restrictions to control the repair of vehicles on the public highway.

RESOLVED

That the level of fixed penalty notices shall be set at £100 per penalty notice where it is considered that a person has committed an offence under Part 2 of section 4 of the Clean Neighbourhoods and Environment Act 2005.

**Housing Revenue Account Medium Term Financial Strategy**

Councillor Bittleston introduced the recommendation of the Executive regarding the Medium Term Financial Strategy for the Housing Revenue Account.

RESOLVED

That the Housing Revenue Account Medium Term Financial Strategy report be approved.

**11. TREE STRATEGY AND TREE MANAGEMENT POLICIES WBC18-025**

The Council had before it a report setting out a tree strategy and tree management policies. The strategy would maximise the wide range of benefits that trees and woodland could deliver to residents for health, amenity, climate change, air quality and water

management. The policies had been produced to complement the strategy, providing a succinct and transparent approach to tree management. The proposals were welcomed by the Councillors.

**RESOLVED**

- That (i) the Tree Strategy (Appendix 1 to the report) and Tree Management Policies (Appendix 2 to the report) be approved;
- (ii) the Tree Strategy and Tree Management Policies be published on the Council's website; and
- (iii) the Green Infrastructure / Arboricultural Team, in consultation with the Portfolio Holder for Environment and Sustainability, be delegated authority to approve future updates to the Tree Strategy and Tree Management Policies to reflect new information.

**12. NOTICES OF MOTION**

Councillor K Howard

The following motion was moved by Councillor Howard and seconded by Councillor Hughes and referred to the Executive on 22 November 2018 in accordance with Standing Order 5.7.

"I propose that chewing gum recycling receptacles be placed at strategic locations around the town centre to (1) encourage more recycling and (2) reduce the amount of gum that gets dropped on the paving.

Chewing gum not only leaves unsightly, sticky spots on the paving but is also difficult and expensive to remove. There are companies (such as Gumdrop) that will provide the bins and do the recycling at a reasonable cost."

**13. EXCLUSION OF PRESS AND PUBLIC.**

The Mayor moved and The Deputy Mayor seconded that the press and public should be excluded from the meeting during consideration of the following item.

**RESOLVED**

That the press and public be excluded from the meeting during consideration of Agenda Item 14 in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.

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

**14. RECOMMENDATIONS OF THE EXECUTIVE WBC18-023**

The Council considered the recommendations of the Executive held on 11 October 2018 in respect of the Medium Term Financial Strategy Investment Strategy Update and School Place Provision.

**Medium Term Financial Strategy (MTFS) Investment Strategy Update**

RESOLVED

That the recommendations of the Executive in respect of the Medium Term Financial Strategy Investment Strategy Update be agreed as set out in the confidential minutes of the meeting.

**School Place Provision**

RESOLVED

That the recommendations of the Executive in respect of school place provision be agreed as set out in the confidential minutes of the meeting.

The meeting commenced at 7.00pm  
and ended at 10.40pm

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

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