

To: All Members of the Council

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& Deputy Monitoring Officer

Policy and Governance

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Date: 13 May 2019

Dear Councillor

COUNCIL MEETING - TUESDAY, 21 MAY 2019

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 21 MAY 2019** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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AGENDA

1. ELECTION OF MAYOR
To elect the Mayor for the ensuing Council year, 2019/20.
2. DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR
3. APOLOGIES FOR ABSENCE
The Mayor to report apologies for absence.
4. ELECTION OF DEPUTY MAYOR
To elect the Deputy Mayor for the ensuing Council year, 2019/20.
5. DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY MAYOR
6. VOTE OF THANKS TO THE RETIRING MAYOR
7. MINUTES (Pages 3 - 12)
To confirm the Minutes of the Council meeting held on 19 March 2019 (herewith).
8. MAYOR'S ANNOUNCEMENTS
9. ELECTION OF THE LEADER OF THE COUNCIL
To elect the Leader of the Council for the Term of the Council 2019 – 2023.
10. PROPORTIONALITY OF COMMITTEES AND ALLOCATION OF SEATS
Report to follow.

Agenda Item 7.

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MINUTES of the WAVERLEY
BOROUGH COUNCIL held in
the Council Chamber, Council
Offices, The Burys, Godalming
on 19 March 2019 at 7.00 pm

- * Cllr Denise Le Gal (Mayor)
- * Cllr Mary Foryszewski (Deputy Mayor)

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|--------------------------|-------------------------|
| * Cllr David Beaman | * Cllr Anna James |
| * Cllr Brian Adams | Cllr Carole King |
| * Cllr Mike Band | Cllr Robert Knowles |
| * Cllr Andrew Bolton | * Cllr Martin Lear |
| * Cllr Maurice Byham | Cllr Denis Leigh |
| * Cllr Carole Cockburn | * Cllr Andy MacLeod |
| * Cllr Kevin Deanus | * Cllr Peter Martin |
| * Cllr Jim Edwards | * Cllr Tom Martin |
| * Cllr Patricia Ellis | * Cllr Kika Mirylees |
| * Cllr David Else | * Cllr Stephen Mulliner |
| * Cllr Jenny Else | * Cllr Nabeel Nasir |
| * Cllr Paul Follows | * Cllr Libby Piper |
| * Cllr John Fraser | * Cllr Julia Potts |
| * Cllr Pat Frost | * Cllr Sam Pritchard |
| * Cllr Michael Goodridge | Cllr Wyatt Ramsdale |
| * Cllr Tony Gordon-Smith | Cllr Stefan Reynolds |
| * Cllr John Gray | * Cllr David Round |
| * Cllr Ged Hall | * Cllr Richard Seaborne |
| Cllr Jill Hargreaves | Cllr Jeanette Stennett |
| Cllr Val Henry | Cllr Stewart Stennett |
| * Cllr Stephen Hill | * Cllr Chris Storey |
| Cllr Mike Hodge | * Cllr Liz Townsend |
| Cllr Nicholas Holder | * Cllr Bob Upton |
| * Cllr David Hunter | * Cllr John Ward |
| * Cllr Jerry Hyman | Cllr Ross Welland |
| * Cllr Simon Inchbald | * Cllr Liz Wheatley |
| * Cllr Peter Isherwood | * Cllr Nick Williams |

*Present

Apologies

Cllr Jill Hargreaves, Cllr Val Henry, Cllr Mike Hodge, Cllr Nicholas Holder, Cllr Carole King, Cllr Robert Knowles, Cllr Denis Leigh, Cllr Wyatt Ramsdale, Cllr Stefan Reynolds, Cllr Jeanette Stennett, Cllr Stewart Stennett and Cllr Ross Welland

Prior to the commencement of the meeting, prayers were led by the Reverend David Uffindell.

CNL65/18 MINUTES (Agenda item 1.)

The Minutes of the Meeting of the Council held on 12 February 2019 were confirmed and signed.

CNL66/18 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Jill Hargreaves, Val Henry, Mike Hodge, Nick Holder, Carole King, Robert Knowles, Denis Leigh, Wyatt Ramsdale, Stefan Reynolds, Jeannette Stennett, Stewart Stennett and Ross Welland.

CNL67/18 DECLARATIONS OF INTEREST (Agenda item 3.)

There were no interests declared under this heading.

CNL68/18 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

The Mayor had been pleased to attend a number of events in the past month, but drew special attention to the opening of the Farnham Memorial Hall by Deputy Lieutenant Tim O'Sullivan on 8 March 2019, and the Waverley Design Awards on 14 March which had been a splendid evening celebrating success in planning and design.

The Mayor also reminded all Members about the importance of abiding by the rules of debate set out within the Council's Constitution. The public expected to see Members in the Chamber engage in vigorous and robust debate with one another on ideas, policies, and recommendations. The Council's Code of Conduct was not intended to stifle debate, but Members were reminded to be respectful of others, and to avoid any personal attacks which only detracted from the value of their contributions.

As always, Members wishing to speak should indicate by raising their hand, and they would have their opportunity.

CNL69/18 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 5.)

There were no questions from members of the public.

CNL70/18 COUNCILLORS' QUESTION TIME (Agenda item 6.)

There were no questions from Councillors.

CNL71/18 MOTIONS (Agenda item 7.)

No motions had been received.

CNL72/18 MINUTES OF THE EXECUTIVE (Agenda item 8.)

72.1 It was moved by the Leader of the Council, duly seconded and

RESOLVED that the Minutes of the Executive held on 12 March 2019 be received and noted.

The Leader reported that there were three Part I items for recommended to Council. There were two requests to speak in relation to Part II of the Minutes.

CNL 72.2 PLACE-SHAPING WAVERLEY (EXE 82/18)

The Leader reminded Council Members that the Corporate Strategy 2018-23 stated that we would “explore the nature of ‘Place-shaping’ and the benefits it affords to our varied communities”. The report set out the proposed approach to ‘place-shaping’ in the borough, with an initial focus on opportunities in Farnham, and recommended a Place-Shaping Reserve be established to fund place-shaping projects. There had already been a good level of engagement with key Farnham stakeholders at the Town and County Councils, and there was agreement to work together to support the next stage of the Farnham Master-planning project.

Councillors were largely enthusiastic in their support for the fresh approach to master-planning Farnham, and the prospect of this identifying a strategy to address key challenges in the town that had a broad level of popular support in the area. Farnham councillors in particular were supportive and highlighted the success of the Neighbourhood Plan work, that had been genuinely ‘bottom-up’ in its development, as a model for engaging with the residents. They also recognised that whilst reducing the traffic through Farnham town centre would be beneficial, care was needed in how this was achieved so as not to move the problem elsewhere.

Cllr Hyman expressed scepticism about the ambitions for Farnham, which he felt were ‘too little, too late’ to save Farnham from the impact of recent development. Cllr Follows was broadly supportive of the proposals, but noted that as the funding was being allocated from a one-off ‘windfall’ he hoped that there would be sufficient for Godalming, Cranleigh and Haslemere to see some benefit.

In summing up, the Leader was pleased that councillors were enthusiastic about this initiative. She recognised that there would be concerns about proposals, but the brief to the consultants was very broad and the aim was for them to engage with stakeholders to develop a shared vision that had wide-ranging support.

It was moved by the Leader, duly seconded, and

RESOLVED that up to £250,000 of the one-off financial gain from Waverley’s participation in the 2018/19 business rate pilot be earmarked to establish a new Place-shaping Fund.

CNL 72.3 CAPITAL STRATEGY (EXE 83/18)

The Leader invited Cllr Hall, Portfolio Holder for Finance to introduce the Capital Strategy.

Cllr Hall explained that the Capital Strategy brought together the Council’s detailed policies, procedures and plans relating to cash investment and property assets. Approval of the Treasury Management Framework for 2019/20 was also sought. This was a statutory requirement and an integral part of the Capital Strategy.

Cllr Hyman had some concerns about the use of the Council’s borrowing powers,

but Cllrs Band, Beaman and Mulliner highlighted the work done by Overview & Scrutiny to ensure consistency and coherence between these key documents, and the policies in place in relation to borrowing. Whilst recognising some Members had concerns about borrowing to invest, they felt that Waverley's approach to investment was very cautious and prudent; indeed, Waverley was one of only three Surrey districts with no borrowing.

The Leader thanked the Value for Money Overview & Scrutiny Committee for their consideration of the Capital Strategy, and their previous work on developing the Property Investment Strategy.

It was moved by the Leader, duly seconded and

RESOLVED that the Capital Strategy for 2019/20, the Prudential Indicators, and the Treasury Management Framework for 2019/20, be approved.

CNL 72.4 CIL GOVERNANCE ARRANGEMENTS (EXE 84/18)

The Leader reminded Council that outline governance arrangements for the allocation of CIL receipts had been approved on 11 December 2018. The CIL Advisory Board had now met, and put forward proposals for its own Terms of Reference, and detailed governance arrangements for the allocation of CIL. The proposals had been scrutinised by the Value for Money and Customer Service Overview & Scrutiny Committee, and the recommendations from the Executive incorporated the suggestions of the Overview & Scrutiny Committee.

Council Members were broadly supportive of the detailed arrangements, including the proposal to create a 'community fund' within the main CIL fund to enable parishes to bid for funding for infrastructure projects.

In response to questions from Members, Cllr Storey confirmed that up to 5% of CIL receipts could be spent on administration of CIL, and this included the salary of the CIL officer and the costs of the IT system supporting CIL. The intention was that evaluation of bids for funding would be published so that there was full transparency of the process. Decisions on the allocation of funds had been delegated to the Executive, except where any individual allocation exceeded £2.5m in which case the decision would revert to full Council.

It was moved by the Leader, duly seconded, and

RESOLVED to

- 1. Approve the CIL Advisory Board Terms of Reference (attached).**
- 2. Approve the draft evaluation and scoring framework for assessment of bids for funding from the Strategic CIL Fund.**
- 3. Agree that the Strategic CIL Fund is 'bottom-sliced' to create a Community CIL Fund of 10% of the Strategic CIL Fund receipts, for funding low-value but desirable community infrastructure projects on application from parish councils, with priority being given to bids from**

parish councils with relatively low Neighbourhood CIL Fund receipts.

4. **Agree that the delegation to the Executive to approve bids for allocation of Strategic CIL Funding, on the recommendation of the CIL Advisory Board is subject to an upper limit of £2.5m, above which approval reverts to Council.**
5. **Agree that delegated authority is given to the CIL Advisory Board to propose revisions to the governance arrangements that would be subject to the usual scrutiny process and subject to an annual report to the Executive and Council.**

CNL 74.5 MATTERS OF REPORT

Report from the Environment Overview & Scrutiny Committee – Review of the structure to deliver the Community Infrastructure Levy (EXE 85/18)

Cllr Hyman thanked the Environment Overview & Scrutiny Members for their efforts on this review, and hoped that the recommendations would be a useful reference for the CIL Advisory Board.

In response, Cllr Deanus thanked O&S Members for their consideration of how the Council could get the most benefit from CIL, and assured them that the recommendations would be carefully considered by the CIL Advisory Board.

Peer Review of Planning Decision-taking and Stakeholder Engagement (EXE 88/18)

Cllr Hyman advised that the Environment Overview & Scrutiny Committee had considered the recommendations of the Planning Peer Review Team, and the actions proposed by the Planning Service in response. With regard to planning decision-taking, the Committee endorsed the view that had been expressed in the all-Member briefings on the Peer Review findings, that there had been no evidence presented to support the Peer Review Team's recommendation that having one Planning Committee of 9-12 members would inherently be more efficient, ensure better planning decisions, and deliver on housing targets.

CNL73/18 MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Agenda item 9.)

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Licensing and Regulatory Committee held on 25 February 2019 be received and noted.

The Chairman reported that there were no matters for Council to consider in Part I, and he had received no requests to speak on the matter in Part II.

CNL74/18 MINUTES OF THE AUDIT COMMITTEE (Agenda item 10.)

74.1 It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Audit Committee held on 4 March 2019 be received and noted.

The Chairman reported that there were three matters in Part I recommended for the Council's consideration, and he had had no requests to speak in relation to Part II of the Minutes.

CNL 74.2 PROCESS AND DOCUMENTATION FOR SUPPLEMENTARY ESTIMATES (AUD 54/18) (Pages 9 - 12)

The Audit Committee had reviewed the process for requesting Supplementary Estimates and recommended that the Financial Regulations be revised to provide a clear process was followed and appropriate documentation used whenever a proposal for a Supplementary Estimate was to be considered by the Executive or Council.

It was moved by the Chairman, duly seconded, and

RESOLVED that:

1. **paragraph 4.27 within the Council's published Financial Regulations be supplemented as set out within Annexe 1 to Audit Committee Minute AUD 54/18; and**
2. **the pro forma attached at Annexe 2 to Audit Committee Minute AUD 54/18 be added to the Council's published Financial Regulations.**

CNL 74.3 INCOME AND DEBT COLLECTION POLICY (AUD 55/18) (Pages 13 - 22)

The new Income and Debt Collection Policy had been developed to achieve the prompt collection of all sums of money owed to the Council, whilst ensuring that a fair, proportionate and consistent approach was taken to the recovery of sums that were not paid when due.

It was moved by the Chairman, duly seconded, and

RESOLVED to approve the new Income and Debt Collection Policy (attached).

CNL 74.4 REVISED ANTI-FRAUD AND CORRUPTION POLICY (AUD 56/18) (Pages 23 - 92)

The Anti-Fraud and Corruption Policy had been revised as part of the scheduled cyclical review of policies, to reflect changes in legislation, organisational restructure affecting job titles and positions, and new developments in the methodology in tackling fraud. A full revision of the Anti-Money Laundering Policy and Guidance had been carried out to meet legislative and professional institutions' best practice guides.

It was moved by the Chairman, duly seconded, and

RESOLVED to approve the revised Anti-Fraud and Corruption Policy (attached), and instructed officers to cascade the documents to appropriate recipients.

CNL75/18 MINUTES OF THE STANDARDS COMMITTEE (Agenda item 11.)

75.1 It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Standards Committee held on 12 March 2019 be received and noted.

The Chairman reported that there were three matters in Part I recommended for the Council's consideration, and there were no matters to report in Part II of the Minutes.

CNL 75.2/18 APPOINTMENT OF INDEPENDENT PERSONS (STD 28/18)

Under the Localism Act 2011, the standards arrangements adopted by the Council were required to include provision for the appointment of at least one Independent Person. Waverley currently had three Independent Persons, whose term of office ended in May 2019.

Following a joint recruitment process with Guildford, Epsom & Ewell, Mole Valley, Reigate & Banstead, Spelthorne and Surrey Heath Councils, the Standards Committee recommended that following be appointed to a panel of seven Independent Persons to service a 4-year term commencing May 2019, with any of the appointed Independent Persons being able to act for any of the councils:

Recommended for re-appointment:	Recommended for appointment:
Vivienne Cameron	Paul Eaves
Roger Pett	Bill Donnelly
Bernard Quorroll	Liz Lawrence
John Smith	

It was moved by the Chairman, duly seconded, and

RESOLVED that the seven above named be appointed as Independent Persons for Waverley, for a 4-year term from may 2019.

CNL 75.3 MEMBERS' CODE OF CONDUCT (STD 29/18) (Pages 93 - 102)

Waverley adopted a local *Members' Code of Conduct and Arrangements for dealing with complaints under the Code of Conduct* on 17 July 2012, in accordance with the requirements of the Localism Act 2011. The Code of Conduct, Arrangements for dealing with Complaints, and the Planning Code of Conduct, were reviewed in 2016, and revised versions agreed by Council on 18 October 2016.

The Standards Committee had considered a number a number of additions to the Members' Code of Conduct which provided additional clarification on the core principles of the Code, and addressed some procedural matters on which the Code was currently silent.

It was moved by the Chairman, duly seconded, and

RESOLVED that the revised Waverley Members' Code of Conduct be approved, and that all Waverley Towns and Parish Councils are sent the revised Code of Conduct and encouraged to adopt the changes in their own Code of Conduct in order to maintain consistency with their Principal Authority.

CNL 75.4 REVIEW OF THE SCHEME OF DELEGATION (STD 30/18) (Pages 103 - 132)

The Scheme of Delegation to Officers had been comprehensively reviewed and revised in 2017. Officers had proposed a number of revisions to the Scheme based on their experience of using the Scheme over the past 12 months, which would assist in operational decision-making.

The Standards Committee had considered the proposed revisions carefully and concluded that they did not remove any significant authority from Councillors, and would facilitate efficient operation of council operations.

It was moved by the Chairman, duly seconded, and

RESOLVED that the revised Scheme of Delegation to Officers be approved.

CNL76/18 **ELECTORAL SERVICES ITEM** (Agenda item 12.)

The Council noted that Cllr Christiaan Hesse had not attended any meeting relating to the discharge of Council functions since 10 September 2018. He had not asked for the Council's agreement of an extended absence, therefore in accordance with Section 85(1) of the Local Government Act 1972, he had ceased to be a member of Waverley on 10 March 2019.

Members thanked Cllr Hesse for his contribution to the work of the Council, and regretted that he had departed in these circumstances.

Council RESOLVED to declare the Hindhead Ward seat previously held by Christiaan Hesse to be vacant, in accordance with Section 86 of the Local

Government Act 1972, and noted that the casual vacancy would be publicised via a public notice, and would be filled at the borough elections on 2 May 2019.

In closing the meeting, the Mayor thanked all Members for their contributions over the last four years, and wished those who were not standing in the borough elections a happy 'retirement'.

The meeting concluded at 8.20 pm

Mayor

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