



**Waverley Borough Council**  
Council Offices, The Burys,  
Godalming, Surrey  
GU7 1HR  
[www.waverley.gov.uk](http://www.waverley.gov.uk)

To: All Members of the Council

Emma McQuillan, Democratic Services  
Manager

**Policy and Governance**

E-mail: [emma.mcquillan@waverley.gov.uk](mailto:emma.mcquillan@waverley.gov.uk)

Direct line: 01483 523351

Calls may be recorded for training or monitoring

Date: 4 December 2015

Dear Councillor

**COUNCIL MEETING - TUESDAY, 15 DECEMBER 2015**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 15 DECEMBER 2015** at **7.00 pm** and you are hereby summoned to attend this meeting.

*(In the event of adverse weather, the meeting will take place on Friday 18<sup>th</sup> December at 2pm)*

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

Agendas are available to download from Waverley's website ([www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) or call 01483 523351.

**Prior to the commencement of the meeting the Mayor will receive any informal questions from members of the public, for a maximum of 15 minutes.**

**This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting [www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

---

## **AGENDA**

1. **MINUTES** (Pages 5 - 8)

To confirm the Minutes of the Council meeting held on 20 October 2015 (herewith).

2. **APOLOGIES FOR ABSENCE**

The Mayor to report apologies for absence.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of interest in relation to any items included on the agenda for this meeting in accordance with the Waverley Code of Local Government Conduct.

4. **MAYOR'S ANNOUNCEMENTS**

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

To answer the following questions from members of the public, received in accordance with Procedure Rule 10:-

i. **from Celia Sandars of Farnham**

“Please would either the Leader of the Council or the appropriate Portfolio Holder tell me how much Waverley Council has spent in total on the East Street/Brightwells Scheme to date and, in broad terms, for what purposes or actions this spending has been applied?”

ii. **from Stewart Edge of Farnham**

“At its meeting on Dec 1<sup>st</sup> the Executive agreed a report on the Spatial Strategy for the Future Waverley Local Plan. They said that it was not necessary for this to come to Full Council because it was only a ‘direction of travel’. However taking together

- the contents of the report (which identifies that at least 2900 homes will be in greenfield locations across the borough) and
- the answer to my question to the Executive meeting the Portfolio Holder for Planning said that there is no intention to assess whether Dunsfold Aerodrome could take 4800 homes to accommodate the additional 1400 identified as needed since the Consultation

the minimum number of homes on greenfield houses is now clearly planned to be greater than 1650 – the number specified in Option 4 of

the Consultation which was supported by 80% of respondees.

This increase of 1250 houses on greenfield sites in Waverley seems to have been agreed as the basis for the new spatial strategy without any reference to Full Council. Could the Leader of the Council agree that the Portfolio Holder for planning is wrong to rule out any assessment of the capacity of Dunsfold Aerodrome to take 4800 houses?"

iii. from Jerry Hyman of Farnham

"I note that the Council papers say that we cannot possibly afford to spend another £40K to reduce our car park charging time to 6pm, so for the sake of perspective, my question tonight refers to the July Council meeting's decision to gift Crest and Sainsbury's a £2 million public subsidy.

We could assume that if Waverley gifts CNS enough of our money, then their funding and minimum land value challenges can be overcome, so my question is a request that the Portfolio Holder provides a Christmas Status Report and Update on the East Street and Memorial Hall redevelopment. As it's quite a wide subject I'm specifically asking for timescales and a progress update in view of procedures that are necessary prior to the Borelli Walk and bypass tree felling, construction access and main scheme commence. We've heard nothing for a long time and your status report is eagerly awaited, so if you could provide some detail of what we can expect to happen and when, that would be much appreciated."

**[NB. Questions from members of the public express personal views of the questioners and Waverley does not endorse any statements in any way and they do not reflect the views of Waverley Borough Council].**

6. QUESTION TIME

To answer any questions received in accordance with Procedure Rule 11.2.

7. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

8. MINUTES OF THE EXECUTIVE (Pages 9 - 68)

To receive the minutes of the meeting of the Executive held on 1 December 2015 (attached – coloured grey).

9. MINUTES OF THE AUDIT COMMITTEE (Pages 69 - 76)

To receive the minutes of the meeting of the Audit Committee held on 17 November 2015 (attached – coloured lilac).

10. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 77 - 78)

To receive the minutes of the meeting of the Licensing and Regulatory Committee held on 26 November 2015 (attached – coloured bright green).

11. EXCLUSION OF PRESS AND PUBLIC

To consider the following motion, to be moved by the Mayor, where appropriate:-

That, pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of any matter on this agenda on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting).

# Agenda Item 1.

10

MINUTES of the WAVERLEY  
BOROUGH COUNCIL held in  
the Council Chamber, Council  
Offices, The Burys, Godalming  
on 20 October 2015 at 7.00 pm

---

- \* Cllr Mike Band (Mayor)
- \* Cllr Chris Storey (Deputy Mayor)

- |                          |                          |
|--------------------------|--------------------------|
| * Cllr Brian Adams       | Cllr Carole King         |
| Cllr Paddy Blagden       | * Cllr Robert Knowles    |
| * Cllr Andrew Bolton     | * Cllr Martin Lear       |
| * Cllr Maurice Byham     | * Cllr Denise Le Gal     |
| * Cllr Carole Cockburn   | * Cllr Denis Leigh       |
| * Cllr Kevin Deanas      | * Cllr Andy MacLeod      |
| * Cllr Jim Edwards       | * Cllr Peter Martin      |
| * Cllr Brian Ellis       | * Cllr Tom Martin        |
| * Cllr Patricia Ellis    | * Cllr Kika Mirylees     |
| Cllr David Else          | Cllr Stephen Mulliner    |
| * Cllr Jenny Else        | * Cllr David Munro       |
| * Cllr Mary Forszewski   | * Cllr Nabeel Nasir      |
| * Cllr John Fraser       | * Cllr Libby Piper       |
| * Cllr Pat Frost         | * Cllr Julia Potts       |
| * Cllr Michael Goodridge | * Cllr Sam Pritchard     |
| * Cllr Tony Gordon-Smith | * Cllr Wyatt Ramsdale    |
| * Cllr John Gray         | * Cllr Stefan Reynolds   |
| * Cllr Ged Hall          | * Cllr David Round       |
| Cllr Jill Hargreaves     | * Cllr Richard Seaborne  |
| * Cllr Val Henry         | * Cllr Jeanette Stennett |
| * Cllr Christiaan Hesse  | * Cllr Stewart Stennett  |
| * Cllr Stephen Hill      | * Cllr Simon Thornton    |
| * Cllr Mike Hodge        | * Cllr Bob Upton         |
| Cllr Nicholas Holder     | * Cllr Ross Welland      |
| * Cllr David Hunter      | * Cllr Liz Wheatley      |
| * Cllr Simon Inchbald    | * Cllr Nick Williams     |
| Cllr Peter Isherwood     | * Cllr John Williamson   |
| * Cllr Anna James        |                          |

\*Present

## Apologies

Cllr David Else, Cllr Jill Hargreaves, Cllr Nicholas Holder, Cllr Peter Isherwood, Cllr Carole King and Cllr Stephen Mulliner

Prior to the commencement of the meeting, prayers were led by the  
Reverend Sally Davies

23/15 MINUTES (Agenda item 1.)

The Minutes of the Meeting of the Council held on 21 July 2015 were confirmed and signed.

24/15 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs David Else, Jill Hargreaves, Nicholas Holder, Peter Isherwood, Carole King and Stephen Mulliner.

25/15 DECLARATIONS OF INTEREST (Agenda item 3.)

Cllr Maurice Byham declared a disclosable pecuniary interest in Minute No. 56 of the Executive meeting held on 1 September 2015 (Review of Special Responsibility Allowances) and left the meeting during consideration of the item.

26/15 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

The Mayor thanked everyone who had participated in or sponsored those in his sponsored walk in September. The event had raised almost £3,000. He also reported that his gala ball on 19 December 2015 was sold out having been overwhelmed by people booking via the priority booking system. However, he was arranging a concert at St Catherines on 19 March 2016 to which councillors would be invited.

The Mayor had attended three events in the borough where the Queen's Award for Voluntary Service had been given and he reminded councillors about the garden party at Charterhouse which was taking place on 22 October to give thanks on behalf of Waverley to the many volunteers in the borough.

27/15 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 5.)

The following question was received from Mr Hyman of Farnham in accordance with Procedure Rule 10:

"Mr Mayor,

In 2013 redacted notes of the Council's Brightwell Steering Group meetings were obtained under the Fol Act, which confirmed that numerous changes to the design and content of the East Street scheme are to be made, and so for more than 2 years Farnham has been patiently awaiting further news; in particular, the Council had confirmed that planning applications will be necessary for both :

(i) the changes to design and use of block D20, due to the removal of the Brightwell Gostrey Centre from the scheme, and

(ii) the changes to the arrangements for the dedicated temporary Construction Access, to use a Bailey Bridge and Borelli Walk.

In respect of the latter, the intended change to use a Bailey Bridge design launched from the south riverbank, requiring that Borelli Walk be used as a Site Compound and Haul Route from South Street, was also confirmed by Council documents in July, and as it involves significant impacts outside of the area, scope and parameters of the existing EIA for the project, the law requires prior environmental assessment. Indeed the Planning Department's own advice from 2013/14 (again obtained under Fol) stated that in respect of

the revised construction access proposals, "a new planning application would need to be submitted as it would be notably different to the extant scheme" and that "As per the previous scheme, all necessary updates to the Environmental Statement would need to be carried out and submitted up front with a new application".

The minor works conducted by Crest-Sainsbury's in August were intended to serve as 'Material Starts' for the revised Brightwells and Construction Access developments, but as the necessary planning applications and prior assessment of likely environmental impacts are still awaited, it is quite obvious that the required consents for those works cannot exist and that the assumed past permissions cannot lawfully apply.

In view of those simple facts, can Members and the public be assured that the Council will not allow any further demolition works or tree felling for the East Street project to be carried out until planning permissions for all the known changes to scheme, including those outlined above, have been obtained?"

The Portfolio Holder for Brightwells, Cllr Julia Potts, replied as follows:-

"Thank you Mr Hyman for your question. I think you may be under the impression that further planning applications are required before the scheme can be implemented. This is not however the case because the planning consents for both the main Brightwells scheme and the temporary bridge from the site to the A31 have been lawfully implemented. A number of conditions are in place which control the development, and that includes a requirement that before works take place to further implement the main scheme, the temporary bridge is constructed.

However, if Crest Nicholson wish to amend the consented scheme then it will be for them to submit the necessary planning application to Waverley which will then be assessed in the normal way against the relevant planning considerations."

28/15 MINUTES OF THE EXECUTIVE (Agenda item 8.)

28/15a MEETING OF 1 SEPTEMBER 2015 (Agenda item 8.a)

It was moved by the Chairman of the Executive and duly seconded that the minutes of the meeting of the Executive held on 1 September 2015 be approved and adopted.

(i) Budget Management 2015/16 (Minute No. 54)

A revised table relating to HRA Core Capital at paragraph 54.3 was circulated to all members.

(ii) Play Area Strategy 2015-2024 (Minute No. 55)

Members congratulated the work that had been achieved in play areas across the Borough and the Leader undertook to write to Cllr Williamson with specific details about the improvements at Farnham Park.

(iii) HRA Asset Management Strategy 2015-2020 (Minute No. 57)

It was noted that a detailed answer would be sent to the councillor requesting further information about the housing developments at Station Road and Ockford Ridge in Godalming.

RESOLVED that the Minutes of the Meeting held on 1 September 2015 be approved and the recommendations contained therein adopted.

28/15 MEETING OF 6 OCTOBER 2015 (Agenda item 8.b)

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

RESOLVED that the Minutes of the Executive Meeting held on 6 October 2015 be approved and the recommendations contained therein adopted.

29/15 MINUTES OF 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 24 September 2015 be approved and the recommendations contained therein adopted.

30/15 MINUTES OF THE AUDIT COMMITTEE (Agenda item 10.)

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

RESOLVED that the Minutes of the Audit Committee held on 15 September 2015 be approved and the recommendations contained therein adopted.

The meeting concluded at 8.02pm.

Mayor



## WAVERLEY BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE - 1 DECEMBER 2015

#### SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2015

(To be read in conjunction with the Agenda for the Meeting)

#### **Present**

Cllr Robert Knowles (Chairman)  
Cllr Julia Potts (Vice Chairman)  
Cllr Brian Adams  
Cllr Kevin Deanus  
Cllr Carole King

Cllr Tom Martin  
Cllr Wyatt Ramsdale  
Cllr Stefan Reynolds  
Cllr Simon Thornton

#### **Also Present**

Councillor James Edwards, Councillor Jenny Else, Councillor Mary Foryszewski, Councillor John Gray, Councillor Peter Isherwood, Councillor Denis Leigh, Councillor Andy MacLeod, Councillor Liz Wheatley and Councillor John Williamson

#### 84. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 6 October 2015 were confirmed and signed as a correct record.

#### 85. DECLARATIONS OF INTERESTS (Agenda item 3)

Cllr Kevin Deanus declared a non-pecuniary interest in Agenda Item 9 (NNDR Discretionary Rate Relief) as Chairman of Alfold Sports Club.

#### 86. QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received the following questions in accordance with Procedure Rule 10:

i. from Mr Stewart Edge of Farnham

“Will the Executive member for planning identify what steps have been, or are being taken, to assess (in the transport assessments and in other respects) the practicality of building 4800 houses at Dunsfold Aerodrome - in order to accommodate the additional houses needed above those identified when the Housing Consultation was carried out?”

The Portfolio Holder for Planning replied as follows:-

“4,800 dwellings at Dunsfold Aerodrome are not considered as an option in the Local Plan. The transport assessments support the Local Plan and therefore do not cover the option of 4,800 at Dunsfold”.

ii. from Mr Jerry Hyman of Farnham

“Leader. The Council’s 2014 Local Plan Consultation provided a table of data specifying the amount and location of new housing for each of the 4 proposed ‘Scenarios’. Hence we might reasonably expect that the draft Spatial Strategy before us would now state the amount and location of new housing actually being proposed. It can only be assumed that if the Executive wanted Members to know what they are agreeing to, then you would have provided that information prior to the CommOS meeting. Hence in the absence of any numbers, locations and constraints the CommOS meeting was little more than a predetermined farce, culminating in the Chairman’s summary completely disrespecting Members’ views and proposing the very opposite to the position of the vast majority of the Members:”*I would propose that we say to the Executive, let’s go forward with the existing plans we have of 591 houses [sic] for 10 years, and during that period we will look again at Dunsfold Park ... a ten year review suggested would be the answer”. [See CommOS webcast at 1hr 9mins].*

It seems that Waverley is delaying consideration of Dunsfold for another decade, without taking any account of the overriding constraints upon the rest of the borough – and to avoid a third Local Plan failure, it is necessary to query the soundness of such an approach in terms of process. Will Members be given the opportunity to revise the Spatial Strategy after Christmas, when presented with the vital and determining evidence in the forthcoming Mott Macdonald (Transport) and Natural England (Habitats) Reports?”

The Portfolio Holder for Planning replied:-

“Thank you for your question. The purpose of today’s report is to request the Executive agree a strategy to enable it to complete the necessary testing of the Local Plan against the policies in the National Planning Policy Framework.

The published timetable for the preparation of the Local Plan anticipates that the Council will approve the plan for publication in April 2016. This will provide the opportunity for members to consider and debate the Plan. The emerging plan will be informed by all the relevant evidence including transport assessments and habitats regulation assessment.”

## **PART I - RECOMMENDATIONS TO THE COUNCIL**

### Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

87. BUDGET MANAGEMENT REPORT AND IN-YEAR BUDGET REVIEW (Agenda item 6)

87.1 Throughout 2015/16 all budgets are monitored on a monthly basis and performance against budget reported monthly after taking account of:

- Spend to date, including commitments
- Last year's outturn
- Variations to the budget based on forecast outturn that includes the effect of management action taken where required
- Consultation with managers and budget holders on service performance
- Virements identified where possible from existing budgets to cover budget pressures and budget approvals actioned as required
- Service managers review and sign off their budget forecasts and explanations

87.2 Financial position reporting will also focus on performance against financial targets such as income, establishment and Star Chamber savings. Financial risk is always inherent in service delivery and service managers will be assisted in identification, evaluation and mitigation of significant risks and these will be reported throughout budget management as necessary.

87.3 The General fund Capital Programme is on track and monitored closely each quarter. The table below summarises the current position:

	Current Budget	Forecast Outturn	Rescheduled	(Saving)/Overspend
Service	£'000	£'000	£'000	£'000
Community	3,892	2,800	1,100	8
Customer & Corporate	730	683	8	(39)
Environment	483	483		0
Other Projects	460	410		(50)
Urgent schemes budget	111	111		0
<b>Total programme</b>	<b>5,676</b>	<b>4,487</b>	<b>1,108</b>	<b>(81)</b>

87.4 The rescheduled amount includes £1million for the Memorial Hall project reported in June, as it is clear that the majority of contractor works will fall in the 2016/17 financial year. There are two separate budgets for agreed grants to Godalming Cricket Club of £50,000 and Badshot Lea Football Club of £50,000. It is requested that this funding be rescheduled into 2016/17 as the clubs involved are not expected to be claiming these grants this financial year as they are awaiting other external funding and new leases.

87.5 In the Environmental area there is a £55,000 budget for a new Air Handling Unit (AHU) for Cranleigh Leisure Centre. The AHU was repaired, so replacement is now not necessary or effective. It is therefore requested that this budget is transferred to the projects in paragraphs 87.6 and 87.7 below, both projects were approved in the original budget.

- 87.6 The first of the two projects is for an additional £23,000 for a new Combined Heat & Power (CHP) unit at Cranleigh Leisure Centre. There is already a budget of £88,000 but further budget is required as the original estimate from the energy audit undertaken last year was not representative of the actual cost.
- 87.7 The second project is for an additional £32,000 for LED lighting at the Central Offices to bring forward the project, thereby enabling the savings on energy usage at the offices to be achieved sooner. The delivery of this scheme will be subject to receiving greater clarity about the Council's intention to move from the Burys as its administrative base
- 87.8 The existing roof to the Farnham Leisure Centre is the original roof and the covering was overlaid 15 years ago to extend its life. Recently there have been several areas where water ingress has occurred causing damage to the internal fabric of the building and the situation has worsened in the last few weeks. The Council commissioned a condition survey of the roof and the recommended option is to overlay the existing roof with a new roof as this can be carried out safely and without affecting the running of the Centre, therefore minimising disruption to customers and avoiding closure costs. It is imperative that this work is carried out as soon as possible.
- 87.9 With regard to HRA core capital, the previous budget monitoring report included proposals to October Council for adjustments to the core capital programme. Following a review of the budget provision in light of the progressing work it is requested to reschedule £230,000 into 2016/17. Of this, £200,000 relates to the windows contract which is in the process of being procured but will not be in place long enough in this financial year to allow for a substantial replacement programme. The other £30,000 is for the garage budget which is unlikely to be spent this financial year.
- 87.10 For stock remodelling, The total capital programme budget originally approved in February 2015 was £1,280,010 and a further £55,000 was carried forward from 2014/15. During the year members have approved rescheduling to 2016/17 of £390,000 giving a current budget in 2015/16 of £945,000. A comprehensive exercise to assess each capital scheme for stock remodelling and new homes has been undertaken to take account of build cost inflation and contingencies. Also a reassessment of delivery timescales has been made. This has resulted in a number of proposed changes to capital budgets which are shown in the table below.

Work Stream	Latest Budget	2015-16 Expenditure including commitments	Budget Remaining	Realignment
	£'000	£'000	£'000	£'000
Scheme Design and Project Management	66	66	0	
Approved Schemes	89	42	47	
Potential Schemes	790	2	788	(405)
<b>Total</b>	<b>£945</b>	<b>£110</b>	<b>£835</b>	<b>(£405)</b>

87.11 The programme has been reviewed and updated to reflect progress on schemes to date and likely progress during the rest of the year. As a result work on the Ockford Ridge remodelling scheme, to the value of £720,000, has been rescheduled. However, two additional schemes have been added to the programme. This results in a net position of rescheduled expenditure for 2015/16 totalling £405,000.

87.12 For new build, the total capital programme budget originally approved in February 2015 was £11,457,000 and a further £4,859,000 was carried forward from 2014/15. The New Build Programme has also undergone a mid-year review and the approved budget has been rescheduled to more realistically reflect current and expected progress. It also reflects budget rescheduled from 2014/15 for land and asset purchase. Other main changes relate to the redevelopment of Wey Court, schemes at Middlefield and Nursery Hill with some £7.9million proposed to be rescheduled into 2016/17 and 2017/18.

87.13 The Executive noted the report and

RESOLVED that

1. the current Council Tax Support Scheme remains unchanged for 2016/17;
2. approval be given to the Employee Records Civica project at a cost of £25,000, to be funded from the Capital Urgent Schemes budget report;
3. approval be given to the rescheduling of £8,000 for the Aerial photography refresh into 2016/17; and
4. the mid-year budget projection be accepted and noted that no immediate action is required for 2015/16 at this stage.

87.14 The Executive now

**RECOMMENDS that**

- 33. approval be given to the rescheduling of £50,000 of the Godalming Cricket club grant budget into 2016/17, and Badshot Lea Football Club of £50,000;**
- 34. the transfer of £55,000 from the Cranleigh Leisure Centre AHU budget to the Cranleigh Leisure Centre CHP unit (£23,000) and LED Central Office Lighting Replacement (£32,000) be approved;**
- 35. approval be given to the rescheduling of £230,000 of HRA Capital budget into 2016/17;**
- 36. the rescheduling of £405,000 of the 2015/16 budget for Stock Improvement be approved;**

37. **the rescheduling of £7,920,000 of the 2015/16 budget for New Affordable Homes be approved; and**
38. **approval be given to a virement from the urgent capital schemes budget and savings in the general fund capital programme to undertake roof repair works at Farnham Leisure Centre at an estimated costs of £106,000.**

*[Reason: to monitor and manage the Council's budgets to ensure financial control over service delivery]*

88. NNDR DISCRETIONARY RATE RELIEF POLICY (Agenda item 9)

88.1 There are two types of business rate relief – Mandatory and Discretionary. The Local Government Finance Act 1988 requires local authorities to grant Mandatory rate relief to the following categories of Business Rates payer:

- Registered charities – 80%
- Registered Community Amateur Sports Clubs (CASCs)- 80%
- Village Post Offices, general stores, specialist food shops, public houses and petrol filling stations – where they are in a designated rural settlement. (Rural Rate Relief) - 50%

88.2 The Local Government Finance Act 1988 also gives local authorities the power to grant Discretionary rate relief as follows:

- To make a further award, a top up of Mandatory relief up to 100% (of rateable value) to those categories listed above; and also up to 100%:
- In respect of sports grounds and clubs;
- To other non-profit making organisations;
- To other rural businesses situated within a designated rural settlement.

88.3 The Discretionary rate relief policy is reviewed on a four-yearly cycle, following the election of a new Council. All organisations currently receiving discretionary business rate relief were given a year's notice in March 2015 that the existing relief terminates with effect from 31 March 2016 and they will need to reapply under the new policy guidelines.

88.4 Discretionary Rate Relief Guidelines operated by Waverley is given in Annexe 1 and a full list of the organisations currently receiving discretionary rate relief is included at Annexe 2. Waverley's policy is to grant discretionary rate relief as follows:

- i) Charities receiving 80% mandatory relief will not normally receive any additional discretionary relief, except for 58 organisations that currently receive 20% discretionary relief. The amount of discretionary relief given in 2015-2016 under this category is £66,177.

- ii) 80% discretionary relief is granted for non-profit making organisations whose objects are charitable, philanthropic or religious or concerned with education, social welfare, science, or for the purpose of recreation and who are not in receipt of mandatory relief. In 2007 the Council agreed to include Waverley's leisure centres under this heading as they are operated under a 'commercial trust' model by DC Leisure (now Places for People Leisure Partnerships) which meets the rate relief criteria. The amount of discretionary relief given in 2015-16 under this category is £474,148.
- iii) Where a sports club within Waverley is not allowed to register with the Inland Revenue as a Community Amateur Sports Club (CASC) and therefore be entitled to mandatory relief, the Council has awarded 50% discretionary relief (currently 5 in Waverley). The amount of discretionary relief given in 2015-16 under this category is £13,188.
- iv) Discretionary rate relief for properties in rural settlements is considered only for sole general stores, post offices or chemist shops. The amount of discretionary relief given in 2015-16 under this category is £10,874. Applications from a number of other businesses in rural settlements have been considered by Members, but no relief has been granted.

88.5 Community Interest Companies (CICs) are a type of limited company designed specifically for those wishing to operate for the benefit of the community rather than for the benefit of the owners of the company. This means that a CIC cannot be formed or used solely for the personal gain of a particular person, or group of people. CICs can be limited by shares, or by guarantee, and have a statutory 'asset lock' to prevent assets and profits being distributed, except as permitted by legislation. This ensures the assets and profits are retained within the CIC for community purposes, or transferred to another asset locked organisation, such as another CIC or charity. A company that is a charity cannot be a CIC, unless it gives up its charitable status.

88.6 A CIC is a limited company and is liable to pay Corporation Tax just like any other company. It is eligible for any reliefs which are available to all companies but there are no CIC specific tax exemptions/reliefs available.

88.7 There are a number of options available to the authority for discretionary business rate relief:

- a) To continue with the current policy and consider new requests for discretionary rate relief under the provisions in the Localism Act on a case by case basis including CIC's;
- b) To withdraw some categories of the existing discretionary rate relief policy;
- c) To withdraw the discretionary rate relief to those organisations receiving a 20% top-up to mandatory relief they receive – this would save Waverley £13,235;

88.8 In considering the options, Members are asked to consider a number of factors:

- Other financial and service pressures
- Consistency of application of the Council's discretion across organisations
- The need for clear and robust policy guidelines that enable the Director of Finance and Resources to fulfil his delegated authority to consider applications for relief, minimising the risk of challenge and objection
- Waverley's aims, objectives and priorities

88.9 With regard to an appeals process, it is proposed that delegation will continue to be requested for the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make discretionary award decisions and that any objections will be considered by the Executive.

88.10 The Executive now

**RECOMMENDS that**

- 39. the policy for the granting of discretionary rate relief for the period 2016/17 to 2019/20 remains the same as the current policy;**
- 40. the policy on the use of the provision for granting discretionary rate relief to any body other than those currently included in the approved policy is to do so on a case by case basis, provided that any proposed reductions are clearly in the wider interests of all Waverley's council tax payers;**
- 41. in relation to 40 above, delegation be given to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, to make decisions about such applications and only if an objection is received would the Executive be asked to consider the case, and the Scheme of Delegation be amended accordingly;**
- 42. in relation to Community Interest Companies, each case should be taken on its merits in the same manner as cases under Section 69 of the Localism Act 2011 (delegation to the Director of Finance and Resources, in consultation with the Finance Portfolio Holder, and only if an objection is received would the Executive be asked to consider the case); and**
- 43. in relation to 42 above, consideration be based on the condition that relief can only be granted where it would be reasonable to do so having regard to the interests of all Waverley's council taxpayers.**

*[Reason: to periodically review the discretionary rate relief policy]*



89. CAR PARKING REVIEW 2015 - RESPONSE TO CONSULTATION AND REVIEW OF TARIFF STRUCTURES (Agenda item 12)

- 89.1 At its meeting on 6 October 2015, the Executive considered a report on the Review of Car Parking. That report made a number of recommendations which were considered by the Executive and the Executive resolved to:
- a. Authorise officers to commence the formal consultation process on the proposal to provide an additional 30 minutes free parking each day in all of Waverley's car parks by reducing the charging hours to 8am to 6.30pm in line with the requirements of the Road Traffic Regulation Act 1984.
  - b. Agree that officers report back to the Executive in December on the results of that consultation.
  - c. To note the contents of the review and agreed for a report back to the Executive in December on the proposed recommendations arising out of the review.
  - d. Endorse the decision of the Executive Director to continue to offer free Thursday afternoon parking from 3pm to the end of the charging period across all car parks throughout December 2015.
- 89.2 The proposed reduction in charging hours was advertised in the Surrey Advertiser and Farnham and Haslemere Heralds on 16 October and the consultation period ended on 13 November 2015. Two responses were received by the closing date, one from the Farnham Chamber of Commerce and the other on behalf of Fabulous Farnham who also represent retailers and small businesses in Farnham.
- 89.3 Both respondents indicated that they would prefer the charging period to reduce from 7.00pm to 6.00pm rather than 6.30pm. This would result in a further reduction in income of £40,000 and cannot be recommended as a financially sustainable way forward. Other comments in the responses did not relate to the formal consultation and will be followed up separately by officers.
- 89.4 A further response was received after the closing date from Haslemere Town Council which advised that the Haslemere Town Council's Planning and Highways meeting on 12 November had considered the proposed amendment and had no objection and fully supported the proposal.
- 89.5 The Review of Car Parking 2015 made two recommendations in respect of tariff structures which officers were requested to report back on:

Recommendation 2: An RPI-linked tariff uplift should be applied in all Waverley car parks.

Recommendation 3: The daily charge at the long stay premium (with short stay option) and long stay (with short stay option) car parks should be increased from £4.00 to £5.00, and the charge at Meadow should rise from £1.50 to £2.00 per day. One hour and two hour short stay options be introduced in the long stay premium (with short stay option) and long stay (with short stay option) car parks.

89.6 Tariff structures have been compared with those of other nearby boroughs and districts and the results are set out in Annexe 3. In view of these comparisons, recognising the continued investment in Waverley car parks and recognising the fact that the tariff structure in Waverley has remained largely at the same level since at least February 2012 (and in many cases since 2008), a tariff increase to reflect inflation (and allowing for rounding up to the nearest 10p) is recommended.

89.7 The proposed tariff structure to implement the recommendations made to the Executive on 6 October is set out in Annexe 4 (with increases rounded up to the nearest 10p). Season Ticket charges have similarly remained largely unchanged since 2012 and are heavily discounted compared to hourly and daily charges. It is therefore considered appropriate to apply an inflation increase to these also (rounded up to the nearest £1). The proposed tariff structure for season tickets is set out in Annexe 5.

89.8 The Review of Car Parking 2015 also made the following recommendations:

**Managing limited capacity in shoppers car parks**

Recommendation 1: - Existing parking stock in Waverley to be protected as a minimum, and the Council should continue to actively seek ways to increase capacity where the need is greatest.

89.9 Officers are keeping the occupancy rates and demand for parking in shoppers carparks under review and will seek to identify opportunities to increase capacity wherever possible.

**Free car parks**

Recommendation 5: Carry out a usage and condition survey of Waverley's free car parks and report back with findings and recommendations in February 2016.

89.10 This review has begun and will continue over the next three months and the report will be presented in February 2016 as requested.

**Free / Concessionary Parking**

Recommendation 6: - To continue with the provision of free Thursday afternoon parking from 3pm to the end of the charging period across all Waverley car parks throughout December.

89.11 Members were advised that this recommendation had been implemented via an Executive Director's Action, reported to the Executive on 6 October 2015. Posters will be displayed in all car parks to promote the concession from the beginning of December.

### **Maintenance of car parks**

Recommendation 7: - Continue to invest in the Council's car parking sites in accordance with ongoing condition surveys, to ensure sites remain attractive and safe, and fit for users and local businesses.

- 89.12 The Capital programme includes funding for a 10 year rolling programme of repair and maintenance of car parks totalling £2.5m.

### **Disabled Parking Provision**

Recommendation 8: Carry out a review of the current level of provision of dedicated disabled (Blue Badge) parking spaces in line with current best practice and report back with findings and recommendations in December 2015.

- 89.13 The review has been completed and a report is being prepared which will be presented as part of the budget process in the New Year.

- 89.14 The Executive now

### **RECOMMENDS that**

- 44. the making of the Waverley Borough Council (Off-Street Parking Places) Order 2015 be authorised to implement the reduction in charging hours (reduced from 08.00-19.00 to 08.00-18.30); and**
- 45. the proposed revised tariff structures set out in Annexes 4 and 5 and the publication of a Notice of Variation to implement the changes to the tariff structure with effect from 11 January 2016 be approved.**

*[Reason: to consider the responses to the consultation on a reduction in charging hours and approve revised tariff structures].*

## **90. REVIEW OF POLLING STATION PROVISION (Agenda item 13)**

- 90.1 The next scheduled elections will be the Police and Crime Commissioner Elections to be held on Thursday 5 May 2016. The UK Government has introduced legislation which, if passed, will provide for a referendum on the UK's membership of the European Union to take place by the end of 2017. While the EU Referendum Bill in its current form provides that the poll at the referendum cannot be combined with the Police and Crime Commissioner Elections on 5 May, it could still take place at some time in 2016. The Returning Officer must ensure that polling places are in place in all polling districts for all scheduled and unscheduled elections in 2016.

### **Farnham Castle Ward**

- 90.2 Farnham Castle ward is divided into the BC Farnham Castle polling district and the BD Farnham Castle polling district. The designated polling place for the BC polling district is Farnham Memorial Hall, West Street and there are 2 polling stations run from this venue. The designated polling place for the BD polling district is the United Reformed Church, South Street with a single

polling station run from this venue. This place is not suitable for a multiple polling station.

- 90.3 Farnham Memorial Hall is likely to close late March or early April 2016 for refurbishment work. The venue will not be available for polling station use for the May 2016 elections. As a result a suitable alternative venue must be identified.
- 90.4 The Garden Gallery behind Farnham Museum, West Street, GU9 7DX has been identified as a potential venue and a suitability visit has been conducted. Whilst this is an excellent venue, parking is on-street only and limited. This venue is considered not to be suitable.
- 90.5 Daniel Hall, Long Garden Walk, GU9 7HX has been considered although this falls just outside the BC polling district and into the BD polling district. A suitability visit has been conducted. There is no parking on site and it is not possible to provide a disabled parking place at the venue. The nearest parking provision can be found at the Lower Hart or Upper Hart car parks. The room that would accommodate a double polling station is upstairs and those unable to use the stairs would need to manage the stair lift. The venue is not considered to be suitable.
- 90.6 St. Andrews Parish Church, Upper Church Lane, GU9 7PW has been considered and a suitability visit conducted. The Church would provide ample space for a double polling station and good facilities including ramps into the building for disabled access. However Middle Church Lane would be the nearest location for possible disabled parking spaces and the nearest pay and display parking provision is at Wagons Yard and thus this venue is not considered to be suitable.
- 90.7 Farnham Library, 28 West Street, GU9 7DR has been considered as a potential venue. However the public car parks at Wagons Yard and the Lower and Upper Hart car parks would be the nearest parking locations and thus this venue is not considered to be suitable.
- 90.8 The University for the Creative Arts Farnham, Falkner Road, GU9 7DS has been considered as a potential venue. However the University have advised that they are not able to accommodate our request for the use of their site as a polling station.
- 90.9 Farnham Baptist Church, The Hart, GU9 7HA has been considered as a potential venue. However the booking clerk has advised that they are not able to accommodate our request for the use of the Church hall as a polling station.
- 90.10 The facilities at Farnham Town Football Club, Babbs Mead, GU9 7DY have been considered as a potential venue but no suitable parking provision will be available once the works at Farnham Memorial Hall commence.
- 90.11 Potters Gate Sure Start Children's Centre, The Chantry's Community Centre, GU9 7AL has been considered as a potential venue. However the

Information Officer at the Centre has advised that they are not able to accommodate our request for the use of the Centre as a polling station.

- 90.12 The Potters Gate C of E Primary School, GU9 7BB was used as a polling station in the past. The School were not happy with use of their premises as a polling station previously and there was an issue regarding disabled access. The Head Teacher has been informed that Waverley is considering reusing it on a temporary basis. Requiring use of the School is expected to be unpopular with the school, parents and governors, taking into account complaints received regarding polling station provision at schools across the Borough. Every effort is being made to identify a suitable alternative that would not require use of the school as a temporary measure while the building works at the Memorial Hall are completed. However, ultimately if no suitable alternative can be found, the Returning Officer can by law require use of Local Authority-maintained Schools.
- 90.13 In the absence of any suitable alternative, it is recommended that The Potters Gate C of E Primary School be designated for temporary use as a polling place once the Farnham Memorial Hall becomes unavailable, and that the length of the use be for 2016 or until the building works at Farnham Memorial Hall have been completed.

#### **Haslemere East and Grayswood ward**

- 90.14 Grayswood C of E Primary School, Lower Road, is the designated polling place for the Grayswood CD polling district. The school was not available for use as a polling station in May 2015 because of extensive building works. Council Members approved the use of Grayswood Village Hall for the May 2015 elections. The Village Hall proved to be a very suitable venue.
- 90.15 The building works at the School are due to be completed by the end of October 2015 and the Head Teacher has advised that the School would be able to be used as a polling station in May 2016.
- 90.16 In light of the suitability of Grayswood Village Hall and continued efforts to move away from using Schools as polling stations where a suitable alternative venue can be identified, it is recommended that Grayswood Village Hall be permanently designated as the polling place for the Grayswood CD polling district.

#### **Witley and Hambledon**

- 90.17 The Chandler Junior School, Middlemarch, Roke Lane is the designated polling place for the HA Witley polling district. Prior to the elections this year a complaint was received from a parent of children at Chandler School regarding its continued use as a polling station. After the elections Jeremy Hunt MP requested that alternatives to the School be identified following receipt of a complaint from a Governor at the School. The Returning Officer and his staff recognise the disruption that can be caused to schools, children and parents when a school is used as a polling station.
- 90.18 The Chichester Hall in Witley has been visited and assessed as a suitable venue. The large hall could accommodate a double polling station, there is

level access into the building, good off-road parking provision with security lighting and good facilities for polling station staff. A-frame signs could be placed next to the road to indicate parking at the hall would be for voters only. Parking is reserved on site in this way for people attending other events at the hall. The booking clerk advised that local people and those travelling from further away to walk in the area are used to parking on the grass verge outside the site as necessary.

- 90.19 The ward councillors have been approached for their views on polling station provision in Witley. Councillor James has advised that some electors would be happy with the Hall, others would prefer the School. Councillor James felt that overall Chandler School would suit more people but those with young children walk to the infant school which is nearer to the Hall than Chandler School. Her view is that the School is the most suitable but the hall would be acceptable. Councillor Holder's view is the site of Chandlers School makes it readily accessible by foot for a large proportion of the Witley electorate who live in the immediate vicinity of the school. Those people, if they wished to vote at Chichester Hall, would have to drive there and with limited parking at the Hall would need to park on the grass verge opposite. He has pointed out that the road is the A283 and the Hall is situated on a bend. In summary Councillor Holder's first choice would be Chandler School and Chichester Hall second.
- 90.20 On balance it is recommended that The Chichester Hall be designated as the polling place for the HA Witley polling district.
- 90.21 The Leader updated the Executive that officers would be starting preparatory work to begin an Electoral Review of Waverley Borough Council Wards, and approaching the Local Government Boundary Commission again following the Council decision in February 2013 to request a Boundary Review of Borough Wards. At the time the Commission could not offer a practical timescale for the Review.
- 90.22 If the Council agrees to change boundaries, there is an extensive public consultation process, which could be completed in time for the next Borough Council elections in May 2019.
- 90.23 The Executive

**RECOMMENDS that**

- 46. the Potters Gate C of E Primary School be designated for temporary use as the polling place for FC Farnham Castle polling district once the Farnham Memorial Hall becomes unavailable, and that the length of the use be for 2016 or until the building works at Farnham Memorial Hall have been completed;**
- 47. Grayswood Village Hall be designated as the polling place for the CD Grayswood polling district; and**
- 48. the Chichester Hall be designated as the polling place for the HA Witley polling district.**

*[Reason: to propose the designation of alternative polling places in three polling districts]*

91. GAMBLING ACT 2005 - PUBLIC CONSULTATION ON REVIEW OF THE COUNCIL'S STATEMENT OF GAMBLING POLICY (Agenda item 14)

91.1 The Gambling Act 2005 requires the Council to have a Statement of Gambling Policy that it keeps under review, and that it must completely review and republish the Policy every three years. The Policy must include information stipulated within the Gambling Commission's statutory Guidance to Licensing Authorities in England and Wales.

91.2 The Council's current Policy has been in place since 31 January 2013 and in accordance with legislation must this year undergo a full review and public consultation. The policy has been reviewed by officers and was sent to external Counsel for consideration before being published for a six-week public consultation, which commenced 9 October and ended 20 November 2015.

91.3 The Council's Statement of Gambling Policy was first adopted by the Council in December 2006, published on 3 January 2007 and came into effect on 31 January 2007. It has been reviewed and updated several times with the last updated policy coming into effect on 31 January 2013. The draft revised Statement of Gambling Policy must be published at least 28 days before it comes into effect in January 2016.

91.4 A draft revised Statement of Gambling Policy, incorporating the changes/amendments from the existing Statement of Gambling Policy and reflecting revised Government Guidance issued in October 2015, is attached at Annexe 6. The tracked changes are shown in red type.

91.5 The consultation has been conducted through a written process to all Responsible Authorities, bodies representing existing licence holders, representatives of registered clubs, Citizens Advice Centres, Chambers of Commerce, Town and Parish Councils and via the Council's website. The Policy has worked well for Council (the Licensing Authority) and no adverse comments have been made by the Responsible Authorities designated under the legislation. There was only one response received which related to a correct email address for one of the statutory consultees.

91.6 The Council's Statement of Gambling Policy must promote the three licensing objectives of the Gambling Act 2005, which are:

- Preventing gambling from being a source of crime and disorder
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and vulnerable persons from being harmed or exploited by gambling.

91.7 Since the introduction of the Gambling Act 2005, Waverley Borough Council has experienced no issues with any of its licensed gambling premises.

Waverley has nine betting premises and one regular yearly Occasional Use Notice for a point to point race at Peperharow.

- 91.8 The Licensing and Regulatory Committee supported the document and commended it for adoption and the Executive now

**RECOMMENDS that**

- 49. the revised version of the Statement of Gambling Policy for Waverley be approved and adopted in order for the new Policy to be published on 3 January 2016 and in place by 31 January 2016.**

*[Reason: to carry out a three-year review of the Council's Statement of Gambling Policy]*

92. BUILDING CONTROL ESTABLISHMENT (Agenda item 19)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to an individual]*

- 92.1 The Building Control team delivers a regulatory service for the Local Authority, using Building Regulations and associated legislation it monitors construction to ensure the safety and energy efficiency of each project. The Local Authority Building Control Team is a not-for-profit service required to show a budget neutral position at the end of each year. Building Control works within a competitive market with Approved Inspectors marketing their service for the fee earning element in direct competition to Local Authorities. Approved Inspectors currently hold between 25-30% of the business in the Waverley area.
- 92.2 The service is threatened by increasing competition and, with individuals having left not being replaced, this has created cost savings, however, there is no capacity to develop new business or improve the service.
- 92.3 The administration team supports the delivery of the service which is heavily paper based at the moment, we are now working towards upgrading technology and becoming agile in alignment with other Waverley services. Two P/T Administrators having left the business provides the opportunity to reassess the structure with the intention to support the integration of technology and develop new business opportunities, ultimately providing an 'outward looking' customer-focused service.
- 92.4 It is proposed to create a Business Support role to support the Business Manager with the implementation of new technology and new processes and to lead and support the remaining two Administrators in developing a first class, customer focused building control service. This is anticipated as a 'first step' with the requirement to also fill the vacant Surveyor post in this financial year and the Trainee post in 2016/17.



92.5 The Building Control Team is working in a competitive environment with Approved Inspectors and needs to manage and develop the service in an effective way to take full advantage of the construction industry recovery, developing systems and processes alongside customer relationships and providing a 'one stop' shop to become the 'preferred' option and not an option of last resort and thereby an onerous cost on the Council.

92.6 The Executive

**RECOMMENDS that**

**50. the two part-time Administrator posts (post numbers CB13 and CB08a) be deleted and a Business Support Officer post be created within the Building Control team.**

*[Reason: to make changes to the team that will release budget to create a new post more appropriate to the needs of the team going forward]*

93. ACCOUNTANCY SERVICES ESTABLISHMENT (Agenda item 20)

93.1 The Accountancy team staffing has been stable and resilient for many years. A number of staff will be retiring in the near future presenting opportunities to review the service to ensure capacity is utilised appropriately across the technical, professional and transactional aspects of service delivery.

93.2 The position of Principal Accountant (part-time 3 days per week) predominantly supports the Housing Service at a technical level and will become vacant at the end of December 2015 following the retirement of the post holder. A review of the needs of the service has identified that the Housing Service requires significantly more support across all aspects of its finances.

93.3 It is proposed that a more effective way to support the Housing Service and increase capacity within the Accountancy team is to delete the Principal Accountant post, and use the budget released to create a new full-time Accountancy Assistant post.

93.4 The Accountancy Team will already be delivering savings in 2016/17 as a result of the retirement of the Chief Accountant in August 2015 and the subsequent replacement with a Financial Services Manager, creating a saving of £10,000. The changes proposed will be contained within the existing budget whilst also leaving the Accountancy Team adequately resourced. The Executive

**RECOMMENDS that**

**51. the post of Principal Accountant (post number BD05) be deleted and a post of Accountancy Assistant be created within the accountancy team.**

*[Reason: to review the staffing arrangements of the accountancy team going forward].*

94. APPOINTMENT OF INDEPENDENT PERSONS (Agenda item 24)

- 94.1 As part of Waverley's arrangements for dealing with standards allegations and complaints about councillors under the Localism Act 2011, Waverley is required to appoint at least one Independent Person to support the process. The views of the Independent Person must be sought before the Council takes a decision on an allegation which it has decided shall be investigated, or at any other stage.
- 94.2 Waverley is part of a consortium with Guildford, Spelthorne and Mole Valley Councils and has previously appointed two independent persons jointly who will fulfil this role for Waverley. Vivienne Cameron and Tony Allenby were appointed for an initial term of three years, from 2012 – 2015. The Executive is now being asked to reappoint these two individuals as Waverley's Independent Persons for a further period of 4 years to coincide with the new Council term which commenced in May 2015.
- 94.3 In addition, during the reappointment exercise undertaken recently by the Consortium, it is also proposed that a third Independent Person be appointed, Mr Bernard Quorroll. The Monitoring Officer recommends him for the appointment as he has an excellent background in very senior officer positions in Local Government across a range of Councils. Details of his background are available to members, if required.
- 94.4 The Executive

**RECOMMENDS that**

- 52. Ms Vivienne Cameron and Mr Tony Allenby be re-appointed as Independent Persons for Waverley until the elections in May 2019; and**
- 53. Mr Bernard Quorroll be appointed as a third Independent Person until the elections in May 2019.**

*[Reason: to comply with Waverley's requirements to appoint at least one Independent Person under the Localism Act 2011]*

95. EXCLUSION OF PRESS AND PUBLIC (Agenda item 26)

At 8.08pm it was

RESOLVED that, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972:-

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

96. STAFFING REPORT (Agenda item 28)

The Executive has considered a report on this matter, attached as (Exempt) Annexe 7 and

**RECOMMENDS that**

**54. the recommendations set out in (Exempt) Annexe 7 be approved.**

*[Reason: to make adjustments to the staffing establishment]*

**PART II - MATTERS OF REPORT**

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

97. FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of decisions for Waverley Borough Council be adopted.

98. TREASURY MANAGEMENT ACTIVITY - YEAR TO DATE 2015/2016 (Agenda item 7)

RESOLVED that

1. the Treasury Management Performance for 2015/16 to date be noted; and
2. the approach to Treasury Management activity be endorsed.

*[Reason: to receive the current investment activity and performance]*

99. SETTING OF COUNCIL TAX BASE AND BUSINESS RATE BASE FOR 2016/17 (Agenda item 8)

RESOLVED that

1. the council tax base for Waverley be approved for the year 2016/17, as shown in Annexe 1; and
2. the business rate estimates for 2016/17 be approved, as set out in Annexe 2, and that authority be delegated to the Director of Finance and Resources, in conjunction with the Finance Portfolio Holder, to make any final changes necessary before the NNDR1 return is submitted to the Government on 31 January 2016.

*[Reason: to seek approval for the council tax base and the business rate forecast required under the provisions of the Local Government Finance Act 1992]*

100. OUTSTANDING DEBTS WRITE-OFF FOR DECISION (Agenda item 10)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)]*

RESOLVED that under Financial Regulation D203, the Executive has agreed to approve the debts put forward for write-off as listed in the (Exempt) Annexe to the report.

*[Reason: to approve irrecoverable bad debts to be written off in accordance with the Council's Financial Regulations.]*

101. WAVERLEY BOROUGH LOCAL PLAN: EMERGING SPATIAL STRATEGY (Agenda item 11)

During consideration of the report, the Head of Planning amended some of the figures in Table 1 of the emerging Spatial Strategy, as follows:

**Table 1: Dwellings completed since 2013 and outstanding planning permissions**

	<b>Completions 2013-2015</b>	<b>Outstanding planning permissions as at 1st April 2015</b>	<b>TOTAL</b>
<b>Farnham</b>	111	447	<b>558</b>
<b>Godalming</b>	107	582	<b>689</b>
<b>Haslemere</b>	60	243	<b>303</b>
<b>Cranleigh</b>	44	173	<b>217</b>
<b>Rest of Waverley</b>	45	259	<b>304</b>
<b>TOTAL</b>	<b>367</b>	<b>1,704</b>	<b>2,071</b>

RESOLVED that, having taken into account the observations made at the Community Overview and Scrutiny Committee, the Emerging Spatial Strategy at Annexe 1 of the report be approved.

*[Reason: to set out and approve the Emerging Spatial Strategy for the new Local Plan Part I]*

102. REVIEW OF HOUSING-RELATED SUPPORT SERVICES FOR VULNERABLE ADULTS IN THE BOROUGH (Agenda item 15)

The Portfolio Holder for Housing thanked the Overview and Scrutiny Committee for its comments on this report.

RESOLVED that approval be given to the implementation plan and recommendations following the review of housing related support services and it be noted that there are no resulting changes to the staffing arrangements.

*[Reason: to receive the outcomes of the review and the proposed approach for taking the recommendations forward].*

103. APPROVAL TO SUBMIT PLANNING APPLICATION: PART OF VILLAGE GREEN, OCKFORD RIDGE (Agenda item 16)

RESOLVED that approval be given to the submission of a planning application for the development of the land at the Green, Ockford Ridge, Godalming to support the redevelopment and refurbishment programme on the estate.

*[Reason: to seek approval to submit a planning application]*

104. PERFORMANCE MANAGEMENT REPORT: QUARTER 2 (JULY - SEPTEMBER 2015) (Agenda item 17)

RESOLVED that the Overview and Scrutiny Committees be thanked for their observations and the performance figures for quarter 2, as set out in Annexe 1, be noted.

*[Reason: to provide an analysis of the Council's performance in the second quarter of 2015/16]*

105. SERVICE PLANS - SIX MONTH PROGRESS REPORT (Agenda item 18)

RESOLVED that having given consideration to the observations of the Overview and Scrutiny Committees, the six month progress on Service Plans and the performance to date be noted, as set out in Annexe 1.

*[Reason: to monitor progress of the 2015/16 service plans]*

106. PROPERTY MATTER: EASEMENT OF ACCESS AT ACRES PLATT, CRANLEIGH (Agenda item 21)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)]*

RESOLVED that the easement of access across land at Acres Platt, Cranleigh be granted upon the terms and conditions as set out in the (Exempt) Annexe to the report, with other terms and conditions being agreed by the Estates and Valuation Manager.

*[Reason: to seek authorisation for an easement of access]*

107. SPECIAL INTEREST GROUPS (Agenda item 22)

RESOLVED that the following Special Interest Groups be established:-

1. Health SIG

A SIG to look at the South East Coast Ambulance Service and Royal Surrey County Hospital merger and relocation of Surrey Air Ambulance.

2. Constitution SIG

To re-establish a Constitution SIG to

- a. carry out the annual review of the constitution and
- b. review specifically and decide upon the optimum process for 'calling-in' planning applications for major sites to the Joint Planning Committee.

108. CALENDAR OF MEETINGS 2016/2017 (Agenda item 23)

RESOLVED that the Calendar of Meetings for the Council year 2016/2017 be approved.

109. PROPERTY MATTER: NEW LEASE (Agenda item 27)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to the financial or business affairs of any particular person (including the authority holding that information)]*

RESOLVED that a new lease be granted to Haslemere Border and Athletics Club at Woolmer Hill Sports Ground, Haslemere upon the terms set out in the (Exempt) Annexe to the report.

*[Reason: to deal with property matters in the Borough]*

**The meeting commenced at 7.00 pm and concluded at 8.25 pm**

**Chairman**

WAVERLEY BOROUGH COUNCIL

**Discretionary Rate Relief Guidelines operated by Waverley Borough Council**

For organisations that satisfy the conditions of Section 47 of the Local Government Finance Act 1988 for the granting of discretionary relief, and who are not in receipt of mandatory relief in respect of the property, for the general categories of properties listed below the rates chargeable will be reduced by 80%.

- (i) Welfare organisations; improvement of health and teaching of first aid; care of the sick, crippled and disabled.
- (ii) Institutes; village halls; community centre.
- (iii) Premises used for the advancement of religion.
- (iv) Educational Trusts.
- (v) National Trust premises.
- (vi) Youth Hostel.
- (vii) (a) Sports and Youth Clubs, whose membership is of a primarily local character, and where no liquor licence is in operation,  
  
(b) In respect of those organisations falling into (vii) (a) above, where a liquor licence is operated to reduce the payment of rates chargeable by 50%.
- (viii) the sole village store, post office and chemist shop in a rural settlement.
- (ix) Waverley's leisure centres operated on a 'commercial trust' basis

For organisations that satisfy the conditions of Section 47, to remit the rates chargeable on premises used as Day Centres for the Elderly and premises used by the following bodies:-

Scouts and Guides Associations  
Hindhead Playing Fields Association  
WRVS Gostrey Club  
Haslemere Educational Museum  
Chantrys Community Association  
40 Degreez  
Voluntary Action South West Surrey  
Godalming Museum Trust  
Old Kiln Museum Trust

Remit the payment of rates chargeable against the premises used by the following bodies for the purposes specified:

St. John Ambulance Brigade	Ambulance Station
Red Cross	Ambulance Station
Phyllis Tuckwell Hospice	Charity Shop
Cranleigh Village Hospital Trust	Charity Shop
Citizens Advice Bureaux	Advice Centres

For organisations that satisfy the conditions of Section 43 (6B) (rural properties) and qualify for 50% mandatory relief, to reduce the payment of the rates chargeable by a further 30%, thereby giving total relief of 80%.



## NNDR Discretionary Rate Relief 2015/2016

Ratepayer	Property address	Disc relief	Cost to WBC	Relief %	
				Mand	Discret
Age UK Waverley	Rowleys, Community Day Centre, Victoria Road, Cranleigh	1,134	454	80%	20%
British Red Cross Society	Red Cross Centre, Wey Court, GODALMING	2,095	838	80%	20%
Chantrys Community Association	The Community Centre, The Chantrys, Farnham	242	97	80%	20%
Chiddingfold Boy Scout Group	Chiddingfold Scout Group, Coxcombe Lane, Chiddingfold, Godalming	104	41	80%	20%
Churt Scouts & Guides	Scout Hut, Hale House Lane, Churt, FARNHAM	113	45	80%	20%
Citizens Advice Bureau	Citizen Advice Bureau, Village Way, Cranleigh	601	241	80%	20%
Citizens Advice Bureau	Ground Floor, Montrose House, South Street, Farnham	1,331	532	80%	20%
Citizens Advice Bureau	Ground Floor, Well Lane House, 64 High Street, Haslemere	966	387	80%	20%
Cranleigh Village Hospital Trust	Oliver House, 93 High Street, Cranleigh	1,085	434	80%	20%
Farnham Youth Central Management Cmt	40 Degreez, Dogflud Way, Farnham	779	312	80%	20%
Brightwells Gostrey Centre	Welfare Centre, East Street, Farnham	306	122	80%	20%
Farnham Voluntary Services Council	Farnham Voluntary Services, Vernon House, 28 West Street, Farnham	394	158	80%	20%
Farnham Voluntary Services Council	Vernon House, 28 West Street, Farnham	197	79	80%	20%
Farnham Scouts	Garners Field, Sheephatch Lane, Tilford, Farnham	498	199	80%	20%
Hindhead Scouts	Scout Hut, Tilford Road, Hindhead	123	49	80%	20%
Godalming Old Peoples Welfare Assoc	The Denningberg Centre, Bridge Street, Godalming	234	94	80%	20%
Godalming Museum Trust	Museum, 109A High Street, Godalming	961	385	80%	20%
Haslemere Educational Museum	Haslemere Educational Museum, High Street, Haslemere	8,529	3,412	80%	20%
Hindhead Playing Fields Assoc	Hindhead Playing Field, Tilford Road, Hindhead	266	106	80%	20%
2nd Farnham (Hale) Scout Group	2nd Farnham Scout Hut, The Green, Farnham	153	61	80%	20%
Milford & Villages Day Centre	Milford & Villages Day Centre, Chapel Lane, Milford, Godalming	1,282	513	80%	20%
The Burys Scout & Guide HQ	Scout Hall, The Burys, Godalming	175	70	80%	20%
Ockford Scouts & Guides	Scout & Guide Hall, Seymour Road, Godalming	205	82	80%	20%
Old Kiln Museum Trust	The Rural Life Centre, The Reeds, Tilford, Farnham	148	59	80%	20%
Phyllis Tuckwell Memorial Hospice	57A Downing Street, Farnham	1,060	424	80%	20%
Phyllis Tuckwell Memorial Hospice	1 Bankside, Beacon Hill Road, Hindhead	917	367	80%	20%
Phyllis Tuckwell Memorial Hospice	The Old Bank Premises, Churt Road, Hindhead	838	335	80%	20%
Haslemere Scout & Guide Committee	Youth Campus, Wey Hill, Haslemere	710	284	80%	20%

Ratepayer	Property address	Disc relief	Cost to WBC	Relief %	
				Mand	Discret
3rd Farnham Scouts	Daniel Hall, 1 Long Garden Walk, Farnham	330	132	80%	20%
Godalming Scout Canoe Club	Godalming Dist Scout Canoe Clb, The Wharf, Godalming	23	9	80%	20%
5th Farnham (Bourne) Scouts	Scout Equipment Hut, Black Pond Lane, Lower Bourne, Farnham	44	18	80%	20%
5th Farnham (Bourne) Scouts	30 Frensham Road, Lower Bourne, Farnham	247	99	80%	20%
St John Ambulance Brigade	Ground Floor, St Johns House, Lion & Lamb Way, Farnham	1,602	641	80%	20%
1st Busbridge Scouts & Guides	Scout Hut Recreation Ground, Busbridge Lane, Godalming	113	45	80%	20%
St Peter & St Paul Scout Group	SS Peter & Paul Scout Group, Charterhouse Road, Godalming	145	58	80%	20%
1st Haslemere Scout Group	Haslemere Boy Scouts, Wey Hill, Haslemere	77	31	80%	20%
1st Milford Scout Group	Scout Hut At, 59 New Road, Milford, Godalming	316	126	80%	20%
1st Wonersh Scout Group	Scout Hut, Wonersh Common, Wonersh, Guildford	168	67	80%	20%
Surrey Scouts Water Activity Trust	Surrey Scout Water Activities, The Wharf, Godalming	57	23	80%	20%
Girl Guide Association	Girl Guide Headquarters, High Street, Cranleigh	239	96	80%	20%
Girl Guiding Surrey West	Herons Way Camp Site, Sheephatch Lane, Tilford, Farnham	1,233	493	80%	20%
WRVS	Brightwells, East Street, Farnham	3,673	1,469	80%	20%
Phyllis Tuckwell Memorial Hospice	98 Wey Hill, Haslemere	572	229	80%	20%
1st Witley Scout Group	Scout Hut, Church Lane, Witley, Godalming	316	126	80%	20%
Haslemere & District Community Centre	Haslewey, Lion Green, Haslemere	1,356	542	80%	20%
Phyllis Tuckwell Memorial Hospice	114 High Street, Godalming	2,071	828	80%	20%
Age Concern Farncombe	Bowring House, St Johns Street, Godalming	730	292	80%	20%
Phyllis Tuckwell Memorial Hospice	88 High Street, Cranleigh	1,627	651	80%	20%
St John Ambulance Service	Ambulance Station, Littlemead, CRANLEIGH	1,356	542	80%	20%
Phyllis Tuckwell Memorial Hospice	56 Downing Street, Farnham	641	256	80%	20%
Phyllis Tuckwell Memorial Hospice	Phyllis Tuckwell Memorial Hospice, Waverley Lane, Farnham	12,424	4,969	80%	20%
Phyllis Tuckwell Memorial Hospice	Unit F, 38-42 East Street, Farnham	5,867	2,347	80%	20%
Community Bungalow Trust	130 Upper Hale Road, Farnham	2,785	1,114	80%	20%
Godalming Scout Group	Baden Hall, Tottenham Road, Godalming	192	77	80%	20%
Phyllis Tuckwell Memorial Hospice	Lhs 57, Downing Street, Farnham	641	256	80%	20%
Phyllis Tuckwell Memorial Hospice	Rhs 57, Downing Street, Farnham	937	375	80%	20%
Phyllis Tuckwell Memorial Hospice	9 Farncombe Street, Godalming	828	331	80%	20%

Ratepayer	Property address	Disc relief	Cost to WBC	Relief %	
				Mand	Discret
11th Farnham Scout Group	11th Farnham Scout Group Headquarters, Farnham	<u>121</u>	<u>48</u>	80%	20%
<b>Total category i</b>		<b><u>66,177</u></b>	<b><u>26,470</u></b>		
Places for People Leisure Partnerships	Cranleigh Swimming Pool, High Street, Cranleigh	81,246	32,499		80%
Cranleigh Model Engineering Society		276	111		80%
Places for People Leisure Partnerships	Farnham Leisure Centre, Dogflud Way, Farnham	80,852	32,341		80%
Places for People Leisure Partnerships	Godalming Leisure Centre, Summers Road, Godalming	98,600	39,440		80%
Places for People Leisure Partnerships	The Herons, Sturt Road, Haslemere	131,138	52,455		80%
Places for People Leisure Partnerships	Sports Clinic at The Edge, Woolmer Hill Road, Haslemere	461	184		80%
Places for People Leisure Partnerships	The Edge, Woolmer Hill Road, Haslemere	68,231	27,292		80%
Hazelbank Stores Ltd	Hazelbank Stores, The Street, Ewhurst, Cranleigh	4,608	1,843		80%
A D Gohil	Oakbank, Portsmouth Road, Milford, Godalming	4,608	1,843		80%
K Patel	Wonersh Village Store, The Street, Wonersh, Guildford	<u>4,128</u>	<u>1,651</u>		80%
<b>Total category ii</b>		<b><u>474,148</u></b>	<b><u>189,659</u></b>		
Alfold Sports Council	Sports ground & pavillion, Dunsfold Road, Alfold, Cranleigh	2,520	1,008		50%
The Bourne Club Ltd	12 Frensham Road, Lower Bourne, Farnham	5,916	2,366		50%
Holloway Hill Sports Association Ltd	Holloway Hill Rec, Busbridge Lane, Godalming	1,416	566		50%
Haslemere Recreation Ltd	Recreation ground, Old Haslemere Road, Haslemere	1,368	547		50%
Witley & District Social Club Ltd	Crossways, Petworth Road, Witley, Godalming	<u>1,968</u>	<u>787</u>		50%
<b>Total category iii</b>		<b><u>13,188</u></b>	<b><u>5,274</u></b>		
Hambledon Village Shop Ltd	Cricket Green Stores, Cricket Green, Hambledon, Godalming	333	133	30%	50%
D Whyte	Village Stores, The Green, Shamley Green, Guildford	1,139	456	30%	50%
M Adams	Post Office, Pockford Road, Chiddingfold, Godalming	1,154	461	30%	50%
F Gregory	Wormley Post Office, Petworth Road, Wormley, Godalming	525	210	30%	50%
I King	Post Office Stores, Loxwood Road, Alfold, Cranleigh	1,080	432	30%	50%
Boots UK Ltd	Willows, The Green, Chiddingfold, Godalming	2,918	1,167		80%
A D Gohil	2 Carlton House, Milford Road, Elstead, Godalming	<u>3,725</u>	<u>1,490</u>		80%
<b>Total category iv</b>		<b><u>10,874</u></b>	<b><u>4,349</u></b>		
<b>Total cost to Waverley for rate relief</b>			<b><u>225,752</u></b>		

**This page is intentionally left blank**

## Car Parking Review 2015

**Comparison of current position with other Districts and Boroughs- Standard Tariffs for town centre/ shoppers car parks (before potential changes)**

Borough/ District	Charging Hours	Sunday Charging?	Bank Holiday Charging?	Evening Charging?	1 hour	2 hours	3 hours
<b>Waverley Current (2012-2015)</b>	<b>8am-7pm Mon-Sat</b>	<b>No</b>	<b>Yes- standard tariff</b>	<b>Standard tariff to 7pm</b>	<b>£0.80</b>	<b>£1.60</b>	<b>£2.80</b>
<b>Waverley Proposed Inflationary catch up</b>	<b>8am-6.30pm Mon- Sat</b>	<b>No</b>	<b>Yes- standard tariff</b>	<b>Standard tariff to 6.30pm</b>	<b>£0.90</b>	<b>£1.80</b>	<b>£3.10</b>
Chichester	8am-6pm Mon-Sat	£1 up to 4 hours; £2 over 4 hours	No	No	£1.20	£2.60	£3.90
East Hampshire	8am-6pm Mon-Sat	10am-4pm Sunday standard tariff	No	No	£0.60	£1.20	£1.60
Guildford	8am-6pm/ 7am-7pm Mon-Sat	£1.50 up to 3 hours; £2.50 3-6 hours	Yes	£1 flat rate 6pm-10pm	£1.20	£2.40	£3.60
Hart	8am-6pm Mon-Sat	£1 flat rate	£1 flat rate	£1 flat rate	£0.80	£1.60	£2.40
Horsham	8am-5pm Mon-Sat	No	No	£1 flat rate 6pm-8pm in selected sites	£1.00	£1.80	£2.70
Mole Valley	8am-6pm Mon-Sat	No	No	No	£0.60	£1.20	£1.80
Surrey Heath	8am-midnight	£1.50 flat rate	£1.50 flat rate	8am-midnight- standard tariff	£1.00	£1.50	£2.00

<b>Borough/ District</b>	<b>Charging Hours</b>	<b>Sunday Charging?</b>	<b>Bank Holiday Charging?</b>	<b>Evening Charging?</b>	<b>1 hour</b>	<b>2 hours</b>	<b>3 hours</b>
Woking	6am-7pm Mon-Sat	£1.30 for 1 hr; £2.60 for 2 hrs; £3.00 for over 3 hrs	Yes	£1.30 flat rate 7pm - midnight	£1.30	£2.60	£3.90
Elmbridge	9am-6pm Mon-Sat	No	No	No	£0.80	£1.60	£2.60
Epsom & Ewell	5am-6.30pm Mon-Sat	£1 (2 hours); £1.50 over 2 hours in some car parks	No	£1.50 flat rate 6pm-5am in selected sites	£1.50	£2.00	£2.70
Reigate & Banstead	8am-6pm Mon-Sat	£1 charge in selected car parks	No	No	£1.20	£1.90	£2.40
Runnymede	8am-6pm Mon-Sat	No	No	No	£0.80	£1.60	£2.50
Spelthorne	8am-7pm Mon-Sat	£2.00 flat rate	Staines – normal charges Other areas - No	£1 flat rate 7pm - midnight	£1.00	£2.00	£2.50

# Car Parking Review - Proposed Parking Charges 2016

# ANNEXE 4

	1 Hour		2 Hours		3 Hours		4 Hours		5 Hours		6 Hours		7 Hours		8 Hours		9 Hours		10 Hours		10½ Hours	11 Hours
	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old	New	Old
<b>Premium Sites</b>																						
South Street Godalming	£0.90	£0.80	£1.80	£1.60	£3.30	£3.00	£4.40	£4.00	£6.60	£6.00	£8.80	£8.00	£11.00	£10.00	£13.20	£12.00	£15.40	£14.00	£17.60	£16.00	£18.70	£18.00
Mint Street Godalming	£0.90	£0.80	£1.80	£1.60	£3.30	£3.00	£4.40	£4.00	£6.60	£6.00	£8.80	£8.00	£11.00	£10.00	£13.20	£12.00	£15.40	£14.00	£17.60	£16.00	£18.70	£18.00
Lower Hart Farnham	£0.90	£0.80	£1.80	£1.60	£3.30	£3.00	£4.40	£4.00	£6.60	£6.00	£8.80	£8.00	£11.00	£10.00	£13.20	£12.00	£15.40	£14.00	£17.60	£16.00	£18.70	£18.00
<b>Prime Sites</b>																						
Central Farnham	£0.90	£0.80	£1.80	£1.60	£3.10	£2.80	£4.20	£3.80	£5.30	£4.80	£6.40	£5.80	£7.50	£6.80	£8.60	£7.80	£9.70	£8.80	£10.80	£9.80	£11.40	£10.80
Mill Lane Godalming	£0.90	£0.80	£1.80	£1.60	£3.10	£2.80	£4.20	£3.80	£5.30	£4.80	£6.40	£5.80	£7.50	£6.80	£8.60	£7.80	£9.70	£8.80	£10.80	£9.80	£11.40	£10.80
High Street Haslemere	£0.90	£0.80	£1.80	£1.60	£3.10	£2.80	£4.20	£3.80	£5.30	£4.80	£6.40	£5.80	£7.50	£6.80	£8.60	£7.80	£9.70	£8.80	£10.80	£9.80	£11.40	£10.80
<b>Town Centre Sites (Premium)</b>																						
Crown Court Godalming	£0.70	£0.60	£1.40	£1.20	£2.00	£1.80	£2.70	£2.40	£3.80	£3.40	£4.90	£4.40	£6.00	£5.40	£7.00	£6.40	£8.00	£7.40	£9.00	£8.40	£9.50	£9.40
<b>Town Centre Sites</b>																						
Waggon Yard Farnham	£0.70	£0.60	£1.40	£1.20	£2.00	£1.80	£2.70	£2.40	£3.30	£3.00	£4.00	£3.60	£4.60	£4.20	£5.30	£4.80	£6.00	£5.40	£6.60	£6.00	£6.90	£6.60
Queen Street Godalming	£0.70	£0.60	£1.40	£1.20	£2.00	£1.80	£2.70	£2.40	£3.30	£3.00	£4.00	£3.60	£4.60	£4.20	£5.30	£4.80	£6.00	£5.40	£6.60	£6.00	£6.90	£6.60
South Street Farnham	£0.70	£0.60	£1.40	£1.20	£2.00	£1.80	£2.70	£2.40	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Medium Stay</b>																						
Croft Road Godalming	£0.60	£0.50	£1.20	£1.00	£1.80	£1.50	£2.40	£2.00	£3.00	£2.50	£3.60	£3.00	£4.20	£3.50	£4.80	£4.00	£5.40	£4.50	£6.00	£5.00	£6.30	£5.50
Dogflud Farnham	£0.60	£0.50	£1.20	£1.00	£1.80	£1.50	£2.40	£2.00	£3.00	£2.50	£3.60	£3.00	£4.20	£3.50	£4.80	£4.00	£5.40	£4.50	£6.00	£5.00	£6.30	£5.50
Upper Hart Farnham	£0.60	£0.50	£1.20	£1.00	£1.80	£1.50	£2.40	£2.00	£3.00	£2.50	£3.60	£3.00	£4.20	£3.50	£4.80	£4.00	£5.40	£4.50	£6.00	£5.00	£6.30	£5.50
Chestnut Avenue Haslemere	£0.60	£0.50	£1.20	£1.00	£1.80	£1.50	£2.40	£2.00	£3.00	£2.50	£3.60	£3.00	£4.20	£3.50	£4.80	£4.00	£5.40	£4.50	£6.00	£5.00	£6.30	£5.50
Stocklund Square Cranleigh	£0.60	£0.50	£1.20	£1.00	£1.80	£1.50	£2.40	£2.00	£3.00	£2.50	£3.60	£3.00	£4.20	£3.50	£4.80	£4.00	£5.40	£4.50	£6.00	£5.00	£6.30	£5.50
<b>Medium/Long Stay (with cheaper rate season ticket)</b>																						
Village Way Cranleigh	£0.60	£0.50	£1.20	£1.00	£1.80	£1.50	£2.40	£2.00	£3.00	£2.50	£3.60	£3.00	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50
<b>Long Stay (Premium) (with short stay option)</b>																						
North Street Farncombe (Mon-Fri)	£0.60	£0.50	£1.00	£0.50	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00
North Street Farncombe (Sat only)	£0.60	£0.50	£1.00	£0.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50
Council Offices (Sat only)	£0.60	£0.50	£1.00	£0.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50
Weydown Road Haslemere (Mon-Fri)	£0.60	£0.50	£1.00	£0.50	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00	£5.00	£4.00
Weydown Road Haslemere (Sat only)	£0.60	£0.50	£1.00	£0.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50	£3.00	£2.50
Tanners Lane Haslemere	£0.60	£0.50	£1.00	£0.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50
St James Farnham	£0.70	£0.60	£1.00	£0.60	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50	£4.20	£3.50
<b>Long Stay (with short stay option)</b>																						
Riverside 1 Farnham	£0.70	£0.60	£1.00	£0.60	£3.50	£3.00	£3.50	£3.00	£3.50	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00
Riverside 2 Farnham	£0.70	£0.60	£1.00	£0.60	£3.50	£3.00	£3.50	£3.00	£3.50	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00	£4.00	£3.00
Riverside 3 Farnham	£0.70	N/A	£1.00	N/A	£3.50	N/A	£3.50	N/A	£3.50	N/A	£4.00	N/A	£4.00	N/A	£4.00	N/A	£4.00	N/A	£4.00	N/A	£4.00	N/A
<b>Out of Town Parking</b>																						
Meadow Godalming	£0.60	£0.50	£0.60	£0.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50	£2.00	£1.50
Station Lane Milford	£0.10	£0.10	£0.10	£0.10	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50	£1.50
<b>Leisure Centres</b>																						
Leisure Centre Farnham	£0.70	£0.60	£0.70	£0.60	£1.70	£1.50	£3.30	£3.00	£4.40	£4.00	£6.60	£6.00	£8.80	£8.00	£11.00	£10.00	£13.20	£12.00	£15.40	£14.00	£16.50	£16.00

**This page is intentionally left blank**



## Waverley Borough Council

### Proposed Season Ticket Charges 2016/17

<u>Location and Car Park</u>	<u>Current Season Ticket Prices</u>				<u>New price with 7.5% increase</u>			
	<u>Year</u>	<u>6 Months</u>	<u>Monthly</u>	<u>Special Annual</u>	<u>Year</u>	<u>6 Months</u>	<u>Monthly</u>	<u>Special Annual</u>
<b><u>Godalming</u></b>								
Crown Court	£1,080.00	£594.00	£103.50	N/A	£1,161.00	£639.00	£111.00	N/A
South Street	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mint Street	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mill Lane	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Council Offices	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Queen Street	£1,080.00	£594.00	£103.50	N/A	£1,161.00	£639.00	£111.00	N/A
Croft Road	£968.00	£532.50	£93.00	N/A	£1,041.00	£572.00	£100.00	N/A
Meadrow	£323.00	£177.50	£31.00	N/A	£347.00	£191.00	£33.00	N/A
North Street (Mon-Fri)	£860.00	£473.00	£82.50	N/A	£925.00	£508.00	£89.00	N/A
North Street (Sat)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Station Lane, Milford	£323.00	£177.50	£31.00	£86.00	£347.00	£191.00	£33.00	£92.00
<b><u>Farnham</u></b>								
Central	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Street	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lower Hart	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Upper Hart	£968.00	£532.50	£93.00	N/A	£1,041.00	£572.00	£100.00	N/A
Upper Hart Contract	£1,065.00	£586.00	N/A	N/A	£1,145.00	£630.00	N/A	N/A
Dogflud	£968.00	£532.50	£93.00	N/A	£1,041.00	£572.00	£100.00	N/A
Waggon Yard	£1,080.00	£594.00	£103.50	N/A	£1,161.00	£639.00	£111.00	N/A
St James	£753.00	£414.00	£72.00	N/A	£809.00	£445.00	£77.00	N/A
Riverside	£645.00	£355.00	£62.00	N/A	£693.00	£382.00	£67.00	N/A
Riverside	£645.00	£355.00	£62.00	N/A	£693.00	£382.00	£67.00	N/A
Farnham Leisure Centre Car Park	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
South Street (Locality Office)	£1,065.00	£586.00	N/A	N/A	£1,145.00	£630.00	N/A	N/A
<b><u>Haslemere</u></b>								
High Street	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Chestnut Avenue	£968.00	£532.50	£93.00	N/A	£1,041.00	£572.00	£100.00	N/A
Weydown Road (Mon-Fri)	£860.00	£473.00	£82.50	N/A	£925.00	£508.00	£89.00	N/A
Weydown Road (Sat)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tanners Lane	£753.00	£414.00	£72.00	N/A	£809.00	£445.00	£77.00	N/A
<b><u>Cranleigh</u></b>								
Village Way	£753.00	£414.00	£72.00	N/A	£809.00	£445.00	£77.00	N/A
Stocklund Square	£968.00	£532.50	£93.00	N/A	£1,041.00	£572.00	£100.00	N/A
Residents Permits	£250.00	£137.50	N/A	N/A	£269.00	£148.00	N/A	N/A

**This page is intentionally left blank**

# WAVERLEY BOROUGH COUNCIL

## GAMBLING ACT 2005 STATEMENT OF POLICY

JANUARY 2016

Approved by the Waverley Borough Council on (draft consultation to be approved)

All references to the guidance of the Gambling Commission to licensing authorities refer to the guidance published in September 2015.

**WAVERLEY BOROUGH COUNCIL**  
**GAMBLING ACT 2005**  
**STATEMENT OF GAMBLING POLICY**  
**IN FORCE FROM 31ST JANUARY 2016**

**INDEX**

	Page No.
<b>1. Introduction</b>	
1.1 The Licensing Objectives	3
1.2 The Waverley Borough Council area	3
1.3 Consultation	4
1.4 Declaration	4
1.5 Responsible authorities	5
1.6 Interested parties	5
1.7 Exchange of information	6
1.8 Enforcement	7
<b>2. Premises Licences</b>	
2.1 Decision making – general	7
2.2 Appropriate Licence Environment	8
2.3. Licence Conditions and Codes of Practice	8
2.4 Risk Assessments: Betting Premises	8
2.5 Location	9
2.6 Multiple licences/layout of buildings	9
2.7 Conditions	10
2.8 Door supervisors	11
2.9 Adult gaming centres	11
2.10 Licensed family entertainment centres	12
2.11 Tracks	12
2.12 Casinos	14
2.13 Betting premises	14
2.14 Bingo	14
2.15 Temporary use notices	15
<b>3. Permits</b>	
3.1 Unlicensed family entertainment centres	15
3.2 Alcohol licensed premises – gaming machine permits	16
3.3 Prize gaming permits	17
3.4 Club gaming and club machine permits	18

## 1. Introduction

### 1.1 The Licensing Objectives

The Gambling Act 2005 (“the Act”) gives licensing authorities various regulatory functions in relation to gambling.

The Gambling Commission will have responsibility for dealing with personal licences and operating licences.

Waverley Borough Council (“the Council”) is the Licensing Authority for the purposes of the Act.

The main functions of licensing authorities are:-

- Licensing premises for gambling activities;
- Considering notices given for the temporary use of premises for gambling;
- Granting permits for gaming and gaming machines in clubs;
- Regulating gaming and gaming machines in alcohol licensed premises;
- Granting permits to family entertainment centres for the use of certain lower stake gaming machines;
- Granting permits for prize gaming;
- Considering occasional use notices for betting at tracks;
- Registering small societies’ lotteries below prescribed thresholds.

In exercising most of their functions under the Act, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way;
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

Certain activities such as bingo, raffles, some types of lotteries may be exempt from licensing, depending on the scale and frequency of the activity. In referring to “disorder” the Council will take account of activity and behaviour which is excessively aggressive and/or abusive to an extent beyond what might be regarded as nuisance.

### 1.2 The Waverley Borough Area

Waverley Borough covers an area of 345 square kilometres in south-west Surrey and is the largest district by geographic area in Surrey. The Borough is predominantly rural; three-quarters of the area is agricultural land and woodland, 61 per cent is Green Belt and 80 per cent is covered by environmental protection policies including the Surrey Hills Area of Outstanding Natural Beauty. Waverley is 35 miles from central London and is served by good strategic road and rail links but has a predominantly rural road network and limited public transport.

Waverley has a population of 121,600 (2011 census), of whom three-quarters live in the Borough's four main settlements; Farnham, Godalming, Haslemere and Cranleigh. The proportion of young people (0-14 years) is 20 per cent and is close to the regional and national averages. The district has 19 per cent of the population above pension age. The proportion of people from ethnic groups other than “white

British” is 9.4 per cent; this compares with 14.8 per cent for the South East and 20 per cent for England.

The Council’s Vision is “to enhance the quality of life in Waverley, now and for the future, through strong local leadership and customer focused service”.

The Council recognises that the entertainment and leisure industry, and shopping, contribute to Waverley’s urban and rural economies. These have a part to play in attracting tourists and visitors and are major employers.

This policy statement will both guide the Council in exercising its licensing functions under the Gambling Act 2005 and provide clarity for applicants for licensing and for residents and others, including interested parties.

Applicants are required when submitting their licensing applications to show how their proposals will meet the Council’s Policy, as shown in this Statement, and the Government’s stated Licensing Objectives for gambling.

The Council is the Licensing Authority for the purposes of the Gambling Act 2005 (“the Act”) and is responsible for granting licences, permits and registration in the Borough of Waverley for the activities described by the Act.

A map of Waverley Borough is attached as Annexe 1.

### **1.3 Consultation**

This statement of policy has been prepared in consultation with the following persons/bodies:-

- The Chief Officer of Police;
- One or more persons who appear to the Council to represent the interests of persons carrying on gambling businesses in the Council’s area;
- One or more persons who appear to the Council to represent the interests of persons who are likely to be affected by the exercise of the Council’s functions under the Gambling Act 2005.

A full list of consultees is attached as Annexe 3.

This Statement of Gambling Policy was published on, 07 January 2016 and comes into effect on 31st January 2016. It will remain in force for no more than 3 years, but may be reviewed at any time.

### **1.4 Declaration**

This statement of policy has been prepared with due regard to the licensing objectives, the guidance to licensing authorities issued in October 2015 by the Gambling Commission, and with due weight attached to any responses received from those consulted.

This statement of policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

## 1.5 Responsible Authorities

The contact details of all the Responsible Authorities under the Act are available via the Council's website at [www.waverley.gov.uk](http://www.waverley.gov.uk) , and also listed at Annexe 2 to this document

In exercising the Council's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the Council about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the Licensing Authority's area;
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group, etc.

Having regard to the above principles, the Council designates the Surrey Children's Service for this purpose.

## 1.6 Interested Parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. The Act defines interested parties as persons who, in the opinion of the Licensing Authority;

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) have business interests that might be affected by the authorised activities; or
- c) represent persons who satisfy paragraph (a) or (b)

Whether or not a person is an interested party is a decision that will be taken by the Council on a case-by-case basis. However, the following factors will be taken into account:-

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation;
- the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment);
- the nature of the complainant. This is not the personal characteristics of the complainant but the interests of the complainant which may be relevant to the distance from their premises. For example, it could be reasonable for the Council to conclude that "sufficiently close to be likely to be affected" could have a different meaning for (a) a private resident (b) a residential school for children with truanting problems and (c) a residential hostel for vulnerable adults;
- the "catchment" area of the premises (i.e. how far people travel to visit); and whether the person making the representation has business interests in that catchment area, that might be affected.

This list is not exhaustive and other factors may be taken into consideration in an individual case.

The Council considers the following bodies/associations to fall within the category of those who represent persons living close to premises, or having business interests that might be affected by the authorised activities:-

- town and parish councils
- trade associations;
- trade unions;
- residents' and tenants' associations;
- ward/county/parish councillors;
- MPs.

This list is not exhaustive and the Council may consider other bodies/associations and persons to fall within the category in the circumstances of an individual case.

The Council may require written evidence that the person/association/body represents an interested party.

## 1.7 Exchange of Information

The Council regards the lawful and correct treatment of information as very important to the successful and efficient performance of the Council's functions, and to maintaining confidence between the people/bodies we deal with and ourselves. We ensure that our organisation treats information lawfully and correctly.

The Council may share information in accordance with the following provisions of the Act and other Government legislation which may require the sharing of information: -

- Sections 29 and 30 (with respect to information shared between the Council and the Gambling Commission);
- Section 350 (with respect to information shared between the Council and the other persons listed in Schedule 6 to the Act).

In the exercise of the above functions, consideration shall also be given to the common law duty of confidence, the law relating to defamation, the guidance issued by the Gambling Commission and to the Council's policies in relation to data protection and freedom of information.

The Council adopts the principles of better regulation, that is:-

Proportionality: The Council will seek policy solutions appropriate for the perceived problem or risk.

Accountability: The Council will ensure that its decisions may be justified and are open to public scrutiny.

Consistency: The Council will refer to policies, rules and standards that are consistent with its other functional responsibilities and are fairly implemented.

Transparency: The Council's policy objectives will be clearly defined and effectively communicated to all stakeholders.

Targeting: The Council will focus its policies on relevant problems, seeking to minimise side effects and avoid unintended consequences.

Any information shared between the Council and Surrey Police must also be carried out in accordance with the Surrey Information Sharing Protocol produced by the Surrey Community Safety Unit.



Any person wishing to obtain further information about their rights under the Data Protection Act 1998 or the Freedom of Information Act 2000 may view the Council's policies at <http://www.waverley.gov.uk/foi/> or alternatively contact the Information Rights Officer on (01483) 444053 or Email; [iro@guildford.gov.uk](mailto:iro@guildford.gov.uk)

## **1.8 Enforcement**

The Council adopts a risk-based approach to the inspection of gambling premises. This will allow for the targeting of high-risk premises, or those where a breach would have serious consequences. Premises that are low risk and/or well run will be subject to a less frequent inspection regime.

Where necessary, appropriate enforcement (including prosecution under section 346 of the Act) will be carried out in a fair and consistent manner in accordance with:-

- The Enforcement Concordat;
- The Better Regulation and Hampton Principles;
- Waverley Borough Council enforcement policies.

The Council will endeavour to avoid duplication with other regulatory regimes so far as possible.

Concerns about manufacture, supply or repair of gaming machines will not be dealt with by the Council but will be notified to the Gambling Commission.

The Council recognises that certain bookmakers have a number of premises in its area. In order to ensure compliance issues are recognised and resolved at the earliest stage, operators are requested to give the Council a single named point of contact, who should be a senior individual, and whom the Council will contact first should any compliance queries or issues arise.

## **2. Premises Licences**

### **2.1 Decision Making - General**

In accordance with Section 153 of the Act, the Council shall aim to permit the use of premises for gambling in so far as it thinks it:-

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the Council's Statement of Gambling Policy.

The Council will not have regard to the expected demand for the facilities which it is proposed to provide, nor the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.

Moral objections to gambling will not be considered by the Council, as they are not a valid reason for rejecting an application for a premises licence.

Each case will be considered on its individual merits. However, in order to assist applicants and objectors alike, this section sets out the general factors that will be taken into account by the Council when considering applications for premises licences.

The Council's Scheme of Delegation sets out which of the Council's decision-making functions under the Act are delegated to officers.

## **2.2 Appropriate Licence Environment**

The Guidance to Local Authorities and the Licence Conditions and Codes of Practice (LCCP) commencing May 2015, set out additional matters that the council should take into account when considering licence applications for premises licences.

Guidance section 19, LCCP condition 16 and code 9 prescribe restrictions on gambling activities on premises, previously known as primary gambling activity. The council will consider any application based on the provisions in these codes and guidance.

## **2.3 Licence Conditions and Codes of Practice**

Section 7 of the Gambling Commission Guidance to Local Authorities sets out considerations that an operator must make in order to protect children and young people from accessing gambling premises.

The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed. In particular operators must ensure that;

- All staff are trained
- That all customers are supervised when on gambling premises
- Must have procedures for identifying customers who are at risk of gambling related harm

The Council will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records.

Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The Council will take all conditions and codes into account when considering applications or performing enforcement activities.

## **2.4 Risk Assessments: Betting Premises**

Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence. The code requires all operators of Casinos, AGCs, Bingo Premises, FECs, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.

Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the Council's inspection regime and may be requested when officers are investigating complaints.

This Council expects the following matters to be considered by operators when making their risk assessment:-

- Information held by the licensee regarding self-exclusions and incidences of underage gambling
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities etc.
- Matters relating to children and young persons, including:
  - Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling alleys, cinemas etc.
  - Any premises where children congregate including bus stops, cafes, shops, and any other place where children are attracted
  - Areas that are prone to issues of youths participating in an anti social behaviour, including such activities as graffiti/tagging, underage drinking etc.
- Recorded incidents of attempted underage gambling
- Matters relating to vulnerable adult including:-
  - Information held by the licensee regarding self-exclusions and incidences of underage gambling
  - Gaming trends that may mirror days for financial payments such as pay days or benefit payments
  - Arrangement for localised exchange of information regarding self exclusions and gaming trends
  - Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctors' surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependent people may congregate

## **2.5 Location**

The location of premises may be relevant to the promotion of the licensing objectives. In particular, premises located in close proximity to the following may give rise to concern:-

- schools and colleges;
- vulnerable adult centres;
- residential areas with a high concentration of children.

Much will depend upon the type of gambling that it is proposed will be offered on the premises. The Council will, where appropriate, consider the location on a case-by-case basis. If the proposed location does pose a risk to the promotion of the licensing objectives, applicants will be invited to show how they propose to overcome such concerns.

## **2.6 Multiple Licences/Layout of Buildings**

Premises are defined in the Act as including "any place", but no more than one premises licence can apply in relation to any one place. A single building can be subject to more than one premises licence, provided they are for different parts of the

building and those parts can reasonably be regarded as being “different premises” for the purposes of the Act.

Where multiple licences are sought for a building (or a discrete part of a building used for other non-gambling purposes), specific issues will need to be considered by the Council before such application(s) can be granted. These include:-

- the ability of children to gain access to or observe gambling facilities (even accidentally) – entrances and exits from parts of a building covered by more than one premises licence should be separate and identifiable so that the separation of different premises is not compromised and so that people (and, in particular, children) do not drift into a gambling area;
- whether entrances are supervised;
- the compatibility of the two or more establishments; and
- the ability of the establishments to comply with the requirements of the Act.

In accordance with the Gambling Commission guidance, an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

## 2.7 Conditions

Conditions may be imposed upon a premises licence in a number of ways. These are:-

- (a) **Mandatory** – set by the Secretary of State (some set out on the face of the Act) and some to be prescribed in regulations, for all, or classes, of licences;
- (b) **Default** – to be prescribed in regulations made by the Secretary of State, to be attached to all or classes of licences unless excluded by the Licensing Authority;
- (c) **Specific** – conditions that can be attached to an individual premises licence by the Licensing Authority.

Conditions imposed by the Council will be proportionate to the circumstances that they are seeking to address. In particular, this Council will ensure that premises licence conditions:

- Are relevant to the need to make the proposed building suitable as a gambling facility;
- Are directly related to the premises and the type of licence applied for;
- Are fairly and reasonably related to the scale and type of premises; and
- Are reasonable in all other respects.

Certain matters may not be the subject of conditions. These are:-

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winnings or prizes.

## **2.8 Door Supervisors**

It is not a mandatory requirement of the Act to impose a condition relating to door supervision. However, if in any particular case the Council does consider it necessary to impose a condition on a premises licence requiring the presence of door supervisors, such persons would normally need to hold a licence from the Security Industry Authority (SIA) under the Private Security Industry Act 2001.

This requirement is relaxed when applied to door supervisors at licensed casino or bingo premises. Where 'contract' staff (those employed under a contract for services) are employed as door supervisors at casino or bingo premises, such staff will need to be licensed by the SIA. 'In-house' staff (those staff employed under a contract of service) operating as door supervisors at casino and bingo premises are exempt from the licensing requirements of the Private Security Industry Act 2001. The Council may, however, impose specific requirements on door supervisors at such premises, if considered appropriate in an individual case.

## **2.9 Adult Gaming Centres (AGC)**

Persons operating an adult gaming centre must hold a 'gaming machines -general operating licence (adult gaming centre) from the Commission and a premises licence from the Council. This will allow the operator to make available any number of category C and D machines and; to make available a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises.

Premises in existence before 13 July 2011 are entitled to make available four category B3/B4 gaming machines, or 20% of the total number of gaming machines, whichever is the greater.

AGC premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of four category B3/B4 gaming machines or 20% of the total.

No one under the age of 18 is permitted to enter an adult gaming centre.

In considering licence applications for adult gaming centres, weight will be given to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Council will therefore expect applicants to demonstrate that there will be sufficient measures in place to promote this objective.

Applicants are encouraged to consider the following steps:-

- Proof of age schemes;
- CCTV;
- Supervision of entrances/machine areas;
- Reviewing the location of, and entry to, premises (so as to minimise the opportunities for children to gain access);
- Notices/signage;
- Training for staff on challenging persons suspected of being under-age;
- Specific opening hours;
- Self-barring schemes;
- Provision of information leaflets/helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures and good practice.

Please see paragraph 2.4 for details of conditions that may be attached to premises licences authorising adult gaming centres.

## 2.10 Licensed Family Entertainment Centres

Operators of licensed family entertainment centres **must hold a** gaming machine general (Family Entertainment Centre) operating licence from the Gambling Commission, and a premises licence from the Council. This will allow the operator to make category C and D machines available to their customers.

Children and young persons will be able to enter licensed family entertainment centres and play on the category D machines. They will not be permitted to play on category C machines.

As family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues. Where category C machines are available in licensed family entertainment centres the Council will normally require that:-

- all such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder;
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18; and
- provision of information leaflets/helpline numbers for organisations such as GamCare.

Applicants are therefore encouraged to consider the steps set out at paragraph 2.6 of this statement in order to prevent children and young persons from gaining access to category C machines. In addition, applicants are encouraged to consider the following:-

- Physical separation of areas;
- Measures/training for staff on how to deal with suspected truant school children on the premises.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

Please see paragraph 2.4 for details of conditions that may be attached to premises licences authorising licensed family entertainment centres.

## 2.11 Tracks

Tracks are sites (including racecourses and dog tracks) where sporting events take place. Operators of tracks will require a premises licence from the Council, but they do not need to obtain an operating licence from the Gambling Commission (although they may have one).

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

It will be a mandatory condition of all track licences that children and young persons are excluded from any areas where facilities for betting are provided, and any area where a gaming machine, other than a category D machine, is situated. Special dispensation from this rule is provided for dog tracks and horse racecourses, on days when racing takes place, in relation to the areas used for betting. On these days families will be entitled to attend the track or racecourse, and children enter the areas where facilities for betting are provided. This “race day dispensation” does not apply to the areas where gaming machines of category B and C are provided, and the Council will therefore wish to ensure that suitable measures are in place to prevent children from entering such areas.

Applicants are encouraged to consider the steps set out at paragraph 2.6 in order to prevent the access of children and young people to machines of category B and C. In addition, applicants are encouraged to consider the following:-

- Physical separation of areas;
- Measures/training for staff on how to deal with suspected truant school children on the premises.

*Gaming machines* – holders of betting premises licences in respect of tracks who also hold a pool betting operating licence may make available up to four gaming machines (categories B2 to D) on the track. The Council will therefore expect the applicant to demonstrate that suitable measures are in place to ensure that children are prevented from entering areas where machines (other than category D machines) are made available.

*Betting machines at tracks* - the Council will apply similar considerations to those set out in paragraph 2.10 (in relation to betting machines made available at off-course betting premises) to betting machines made available at tracks.

*Condition on rules being displayed* - the Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

*Applications and plans* - the Council will require the following information from applicants for premises licences in respect of tracks: -

- detailed plans for the racetrack itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”);
- in the case of dog tracks and horse racecourses, details of the fixed and mobile pool betting facilities operated by the Tote or track operator, as well as any other proposed gambling facilities.

Plans should make clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.



## 2.12 Casinos

*“No Casinos resolution”* - The Council has not passed a “no casino” resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the Council decide in the future to pass such a resolution, it will update this policy statement with details of that resolution.

## 2.13 Betting Premises

This paragraph deals with off-course betting, that is betting that takes place other than at a track (commonly known as a licensed betting office). Operators of betting premises will require an operating licence from the Gambling Commission and a premises licence from the Council.

The holder of a betting premises licence may make available for use up to four gaming machines of category B, C or D. **machines at betting premises are restricted to sub-category B2, B3 and B4 machines.**

The Council may, in accordance with section 181 of the Act, restrict the number of betting machines, their nature, and the circumstances in which those machines are made available for use. When considering whether to impose such a condition, the Council will take into account the following: -

- the size of the premises;
- the number of counter positions available for person-to-person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people.

Please see paragraph 2.4 for details of conditions that may be attached to betting premises licences.

With respect to the protection of vulnerable persons, the Council will expect applicants to provide information leaflets/helpline numbers for organisations such as GamCare.

## 2.14 Bingo

Operators of premises offering bingo (cash or prize) will require a bingo operating licence from the Gambling Commission, and a premises licence from the Council.

The holder of a bingo premises licence may, in addition to bingo in all its forms, make available make available a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises and any number of category C and D machines.

Premises in existence before 13 July 2011 are entitled to make available eight category B3/B4 gaming machines, or 20% of the total number of gaming machines, whichever is the greater.

Bingo premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of eight category B3/B4 gaming machines or 20% of the total number of gaming machines, whichever is the greater; from 1 April 2014 these premises will be entitled to 20% of the total number of gaming machines only.



It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted the Council will normally require that:-

- all such machines are located in an area of the premises separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder;
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18; and
- provision of information leaflets/helpline numbers for organisations such as GamCare.

Please see paragraph 2.4 for details of conditions that may be attached to bingo premises licences.

## **2.15 Temporary Use Notices**

Temporary Use Notices (TUNs) allow the use of premises for gambling where there is no premises licence but where a person or company holding a relevant operators licence wishes to use the premises temporarily for providing facilities for gambling.

There are a number of statutory limits in regards to temporary use notices.

If objections are received to a temporary use notice (from the Police, Gambling Commission, HM Revenues and Custom or any other licensing authority in whose area the premises are situated), the Council must hold a hearing to consider the representation (unless all the participants agree that a hearing is unnecessary).

If the Council, after a hearing has taken place or been dispensed with, considers that the temporary use notice should not have effect, it must issue a counter-notice which may:-

- prevent the temporary use notice from taking effect;
- limit the activities that are permitted;
- limit the time period of the gambling; or
- allow the activities to take place subject to a specified condition.

The Council will apply the principles set out in paragraph 2.1 of this statement to any consideration as to whether to issue a counter-notice.

## **3. Permits**

### **3.1 Unlicensed Family Entertainment Centre gaming machine permits**

Unlicensed family entertainment centres will be able to offer category D machines if granted a permit by the Council. If an operator of a family entertainment centre wishes to make category C machines available in addition to category D machines,

they will need to apply for an operating licence from the Gambling Commission and a premises licence from the Council.

The Council can grant or refuse an application for a permit, but cannot attach conditions.

The Council will require the applicant to provide appropriate insurance certificates and adequate plans of the premises.

As unlicensed family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues.

The Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures/training for staff as regards suspected truant school children on the premises, measures/training covering how staff should deal with unsupervised very young children being on the premises, or children causing perceived problems on/around the premises.

The Council will also expect applicants to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed family entertainment centres; that the applicant has no relevant convictions (those that are set out in Schedule 7 to the Act); and that staff are trained to have a full understanding of the maximum stakes and prizes.

### **3.2 (Alcohol) Licensed premises gaming machine permits**

#### Two machines or less

Premises licensed to sell alcohol for consumption on the premises can automatically have two gaming machines, of categories C and/or D. The holder of the premises licence authorising the sale of alcohol will simply need to notify the Council, and pay the prescribed fee.

The Council can remove the automatic authorisation in respect of any particular premises if:-

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

#### More than two machines

If a premises wishes to have more than two machines, then the holder of the premises licence will need to apply for a permit. The Council shall consider that application having regard to the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act, and any other matters that are considered relevant.

The Council shall determine what constitutes a relevant consideration on a case-by-case basis, but weight shall be given to the third licensing objective, i.e. protecting

children and vulnerable persons from being harmed or being exploited by gambling. To this end, the Council will expect applicants to demonstrate that there will be sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines. Measures which will satisfy the Council that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be of help.

With respect to the protection of vulnerable persons, the Council will expect applicants to provide information leaflets/helpline numbers for organisations such as GamCare.

It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be submitted, and dealt with, as an Adult Gaming Centre premises licence.

The Council can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

### **3.3 Prize gaming permits**

Applicants for prize gaming permits should set out the types of gaming that they are intending to offer. The applicant should be able to demonstrate that:-

- they understand the limits to stakes and prizes that are set out in Regulations; and
- the gaming offered is within the law.

In making its decision on an application for this type of permit the Council does not need to have regard to the licensing objectives but must have regard to any Gambling Commission guidance. Weight will be given to child protection issues, and relevant considerations are likely to include the suitability of the applicant (i.e. if the applicant has any convictions which would make them unsuitable to operate prize gaming) and the suitability of the premises. Applicants for prize gaming permits must disclose any previous relevant convictions to the Council.

The Council can grant or refuse an application for a permit, but cannot attach any conditions. However, there are four conditions in the Act that permit holders must comply with. These are:-

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

### 3.4 Club gaming and club machine permits

Members' clubs (but not commercial clubs) may apply for a club gaming permit, unless they already hold a Club Premises Certificate under the Licensing Act 2003. The club gaming permits allow the provision of no more than three gaming machines in total. Each of the three machines must be from categories B3A, B4, C or D but only one B3A machine can be sited, as part of this entitlement. Club gaming permits also allow equal-chance gaming (for example, poker) and games of chance (for example, pontoon, chemin-de-fer) under certain restrictions

If a club does not wish to have the full range of facilities permitted by a club gaming permit or if they are a commercial club not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act), they may apply for a club machine permit. A club machine permit allows the holder to have no more than three gaming machines in total. Members' clubs and miners' welfare institutes may site up to three machines from categories B3A, B4, C or D but only one B3A machine can be sited, by agreement, as part of this entitlement. Commercial clubs may site up to three machines from categories B4, C or D (not B3A machines).

Members clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

An application may only be refused on one or more of the following grounds:-

- the applicant does not fulfil the requirements for a members' or commercial club and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a condition of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or;
- an objection has been lodged by the Gambling Commission or the Police

The Council shall have regard to the guidance issued by the Gambling Commission and (subject to that guidance), the licensing objectives.

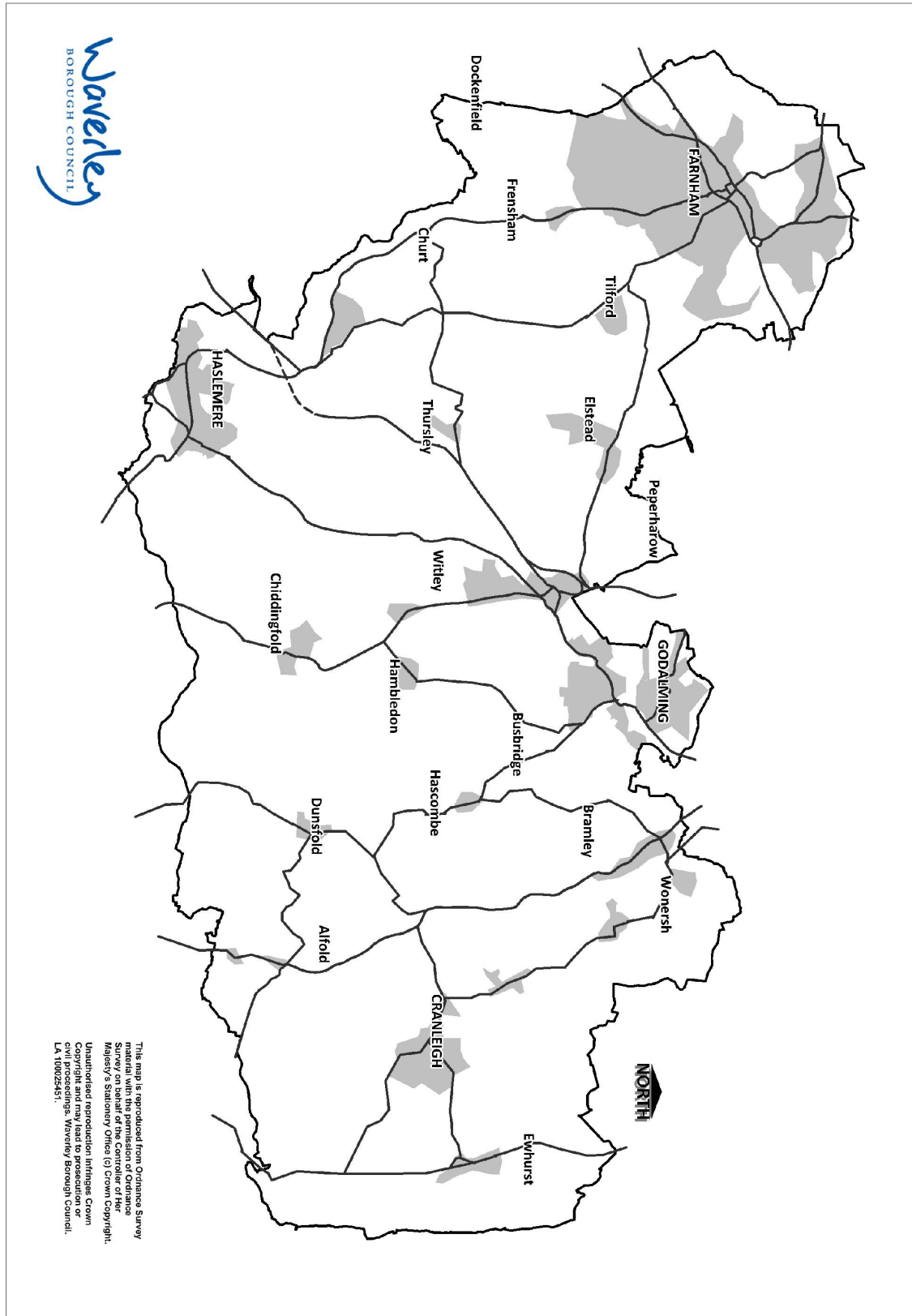
There is a "fast-track" procedure available for clubs which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which the Council can refuse a permit are reduced.

The grounds on which an application under the fast track procedure may be refused are:-

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

The Council can grant or refuse an application for a club gaming or club machine permit, but cannot attach any conditions. However, there are a number of conditions in the Act that the holder must comply with.

# ANNEXE 1 – MAP OF WAVERLEY BOROUGH



## ANNEXE 2 - LIST OF RESPONSIBLE AUTHORITIES

- (a) **The Licensing Authority**  
The Chief Executive, Council Offices, Waverley Borough Council, The Burys, Godalming, GU7 1HR; Tel: 01483 523333
- (b) **The Gambling Commission**  
Victoria Square House, Victoria Square, Birmingham B2 4BP; Tel: 0121 230 6500
- (c) **The Police Authority**  
Chief Officer of Police c/o Police Licensing Officer, Surrey Police, P.O. Box 101, GU1 9PE; Tel: 01483 639512
- (d) **The Fire Authority**  
~~Surrey Fire & Rescue Service, . Headquarters, Croydon Road, Reigate, Surrey, RH2 0EJ~~  
~~Tel:     Tel: 01737 733733~~
- (e) **The Local Planning Authority**  
Head of Planning, Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR.  
Tel:    014873 523333
- (f) **Local Authority – Prevention of Pollution to environment or harm to human health**  
Head of Environment, Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR.  
Tel:    01483 523333
- (g) **Representative body in relation to Protection of Children from Harm**  
County Child Employment and Strategy Manager, Quadrant Court, 35 Guildford Road, Woking, Surrey. GU22 7QQ  
Tel:    01483 517839
- (h) **Her Majesty’s Commissioners for Customs and Excise (Revenue and Customs)**  
~~HMRC, National Registration Unit, Betting & Gaming, Portcullis House, 21 India Street, Glasgow. G2 4PZ~~  
~~Tel; 03000 516023 Revenue and Customs, St Mungo’s Road, Cumbernauld, Glasgow G70 5WY.~~  
~~Tel. 08450 109000~~
- (i) **Any other person prescribed by regulations (to be advised)**

### **ANNEXE 3 – LIST OF CONSULTEES**

The Gambling Commission  
Citizens' Advice Bureau  
GamCare  
Town and Parish Councils  
Surrey Police  
Environmental Health Section  
Planning and Development Department  
Surrey Children's Service (or others if appropriate)  
The Security Industry Authority  
Waverley Business Forum  
The Public via Waverley Website  
The Fire Authority  
Her Majesty's Commissioners for Customs and Excise



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

**Document is Restricted**

**This page is intentionally left blank**

## WAVERLEY BOROUGH COUNCIL

### MINUTES OF THE AUDIT COMMITTEE - 17 NOVEMBER 2015

### SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2015

(To be read in conjunction with the Agenda for the Meeting)

#### **Present**

Cllr Jim Edwards (Chairman)  
Cllr John Gray (Vice Chairman)  
Cllr Andrew Bolton

Cllr Jenny Else  
Cllr Stephen Hill  
Cllr Richard Seaborne

#### **Apologies**

Cllr Ged Hall

#### **Also Present**

Cllr Wyatt Ramsdale and Cllr John Fraser were in attendance to speak on Agenda item 11. Iain Murray (Grant Thornton- External Auditors), Phil Triggs (Surrey Pension Fund) and Surrey County Councillor Denise Le Gal (Chairman of Surrey Pension Fund Committee)

#### 24. MINUTES (Agenda item 1.)

The Committee confirmed and agreed the signing of the Minutes of the meeting held on 15 September 2015.

#### 25. APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Councillor Ged Hall.

#### 26. DISCLOSURE OF INTERESTS (Agenda item 3.)

There were no disclosures of interests presented.

#### 27. QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

In accordance with Procedure Rule 10, the Committee received the following question from Mr Alexander of Hambledon:-

“Mr Chairman,

I would like to ask the following question which relates to the fraud in April and May 2015 where Waverley paid over £200,000 to a fraudster, instead of the contractor Mears. Which Councillors (please name) knew that the fraud had taken place ?”.

In response, the Chairman stated that:-

“The following Councillors were informed and that included all members of the Executive and Audit Committee at the time. These were:-

Cllr. Brian Adams  
Cllr. Carole King  
Cllr. Robert Knowles (Leader of the Council)  
Cllr. Tom Martin  
Cllr. Donal O`Neill  
Cllr. Julia Potts (Deputy Leader of the Council)  
Cllr. Stefan Reynolds  
Cllr. Adam Taylor-Smith  
Cllr. Simon Thornton  
Cllr. Keith Webster  
Cllr. Richard Gates (Chairman of the Audit Committee at the time)  
Cllr. Tony Gordon-Smith  
Cllr. Stephen Hill  
Cllr. Peter Isherwood  
Cllr. Jennifer O`Grady  
Cllr. Wyatt Ramsdale  
Cllr. Stewart Stennett  
Cllr. Jenny Else  
Cllr. Mike Band”.

## **PART I - RECOMMENDATIONS TO THE COUNCIL**

There are no matters for consideration under this category.

## **PART II - MATTERS OF REPORT**

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

### 28. PENSIONS PRESENTATION FROM SURREY COUNTY COUNCIL (Agenda item 5.)

Phil Triggs, Surrey Pension Fund at Surrey County Council, gave a presentation for Members of the Actuarial Valuation of the fund which would be revalued in 2016.

The LGPS Deficit in 2013 stood at £47bn but with the inclusion of CPI +3% this reduced to £27bn. The options for reducing this deficit included increased contributions, improved investment returns and strategic management of liabilities.

The revaluation in March 2016 would take into account 5 key assumptions:

#### 1. Discount Rate

- Reflects how the value of money decreases over time.
- Based on the CPI base rate (which had stood at 0.5% for 81 consecutive months) plus 3%.
- The higher the discount rate, the lower the valuation of the scheme's liabilities.

2. Longevity

- Increased life expectancy meant that pensions would be drawn for longer.
- A single year added to life expectancy resulted in a 3% reduction in funding level.

3. Inflation

- Index linking of pensions to inflation would be unlikely to help reduce the pension fund liability in the current environment of -0.1% inflation.

4. Earnings/salary growth

5. Investment Strategy

In reaching the valuation, two calculations would be made. A valuation conducted by the pension fund Actuary and another based on the standardised assumptions specified by the Scheme Advisory Board. These would then be compared to create a final valuation. The 2013 calculation carried out by the Actuary of the Surrey fund came out at 72.3%, more pessimistic than the 79.3% figure coming from a valuation based on the standardised CPI+3% discount rate. It was commented that this reflected the prudence of the Surrey fund.

Other factors impacting the fund included the quality of data used in calculations; the stability and affordability of contributions; monetary based deficit payments; early retirement, ill health, significant salary increases and employer risk.

On closing the presentation, Members were invited to ask questions. Key concerns included the Chancellor's (RH George Osborne MP) plans to reduce the number of LGPS schemes by requiring them to merge leaving between 5 and 10 schemes nationally holding around £30bn each.

Phil Triggs explained that the Surrey scheme had already begun scoping possible mergers to pool assets and had held preliminary conversations with both the Cumbria and East Riding LGPS schemes. These had similar good governance arrangements and were seen as suitable potential partners. A further 9 funds had been approached.

Councillor Denise Le-Gal, speaking as the Chairman of the Surrey County Council Pension Fund Committee, also explained that these early discussions reflected a desire on Surrey's part to determine their own destiny. The Chancellor had stated that schemes that failed to pool resources could be forced to do so via back ended legislation. A combined Surrey/Cumbria/East Riding scheme would be valued at around £25bn.

Members also asked about the ability of the scheme to be pro-active in managing future strains on the fund. Phil Triggs replied that the adaption of investment strategies, together with the smoothing out of contributions to allow for peaks and troughs in conditions were key to cushioning the fund from such strains.

It was agreed that a graph would be sent to members of the Committee sharing Surrey's current position.

29. ANNUAL AUDIT LETTER FROM GRANT THORNTON FOR 2014/15 (Agenda item 6.)

Iain Murray, from the external auditor Grant Thornton, briefly summarised the Annual Audit Letter for 2014/15.

There had been no new messages to relay since the last meeting and the key issues and recommendations had remained the same. However, Mr Murray updated Key Issue no. 3 and confirmed its status was a medium priority item.

Members asked for clarification of the term `best consideration` as used in the recommendation for key issue no.3. Iain Murray advised that the term referred to the appointment of an independent property company to produce a report that considered how to obtain the best value from the disposal of authority land in landowner mode. Their specialist view would take more than just money into account and act as a crucial piece of evidence to support any subsequent decision made by the Council.

The Committee also asked Iain Murray to define the use of the term `significant recommendations` in relation to the key issues. It was explained that the procedure for weighting recommendations was prescribed by the Audit Commission. The measurement took into account such matters as strategic planning, budgeting, assessment of risk and arrangements to achieve economy and efficiency.

RESOLVED that the Annual Audit Letter for 2014/15 from Grant Thornton be approved.

30. EXTERNAL AUDIT PROGRESS REPORT (Agenda item 7.)

Iain Murray provided the Committee with a verbal update on the progress of the External Audit Report.

Current work included the certifying of housing benefits claims and auditing the two charities of which the Council was a trustee. It was expected that the Report would be completed and that the Audit Plan would be brought to the next meeting of the Committee in March.

Members were also updated on the Local Audit & Accountability Act. This new legislation would require authorities to procure their own external auditor and had been due to take effect from 2017/18. A 1 year extension on current providers had subsequently been introduced meaning that Grant Thornton would remain as the Council's external auditor until 2018. A new procurement procedure would need to be arranged by the end of 2017 to ensure cover from the 2018/19 financial year.

After the update, Members expressed concern regarding Trust accounts. There was some confusion around whether the signing off of accounts by the Committee for 2014/15 at the last meeting had included the Trust accounts.

Officers explained that it was not within the terms of reference of the Audit Committee to provide an audit function on the Trust accounts. These were separate

from the Waverley accounts and were considered by the full Council sitting as Trustees.

Members felt that there was a role for the Audit Committee in the pre-scrutiny of these accounts and officers advised that a request could be made to the Trusts to ask this and it was agreed to do so at the next meeting of the full Council in December.

31. PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Agenda item 8.)

The Committee was briefed on the current progress on the implementation of the internal audit recommendations.

Members requested that officers reviewed the presentation format of the information and suggested use of colours/coding to ensure that members can see the current status of actions at a glance. An idea to use a black coloured spot to identify overdue items might be useful.

Members also asked that the cause of an issue be included on the report in the form of a couple of words such as `staffing` or `legal delays` for example. It was felt that the current format presented effects but not causes and that it was important to understand the cause before agreeing to requests to change implementation dates.

Officers responded that they were happy to make any presentational changes requested to help Members with their work and would look at adding causes to the reports where changes in implementation dates was being requested.

Members requested that further information regarding recommendation ref. IA16/05/001 be provided to the Committee from the Head of Housing and Borough Solicitor.

With regard to IA15/28/001 it was agreed that the Chairman of the Committee be advised when the action had been completed given the need to move from 16% to 100% by 30 November 2015.

RESOLVED that, having considered the information in Annexe 1 and identified the action it wished to be taken, the proposed changes in implementation dates in Annexe 2 be approved.

32. PROGRESS ON THE INTERNAL AUDIT PLAN FOR 2015/16 (Agenda item 9.)

An updated Annexe 1 was tabled. Officers summarised the progress on the Internal Audit Plan for 2015/16 which included the use of contingency for three new reviews on Section 106 agreements, payroll & return to work policies, and revenue premises visits which would be added to the Audit Plan.

Following the verbal summary, Members commented that the format of the plan would benefit from having information presented in groups relating to specific

Heads of Service and Executive portfolio holders to help Members better analyse the data and develop constructive responses.

Officers explained that some issues fell into the remit of more than one Head of Service/ Executive Portfolio Holders. However, these could be placed at the bottom of the plan with grouped items above and that this format could be introduced for the next meeting.

RESOLVED that it was agreed that the progress for the Internal Audit Plan 2015/16 (Annexe 1) be noted and the inclusion of the new reviews be endorsed.

33. EXCLUSION OF PRESS AND PUBLIC (Agenda item 10.)

Pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the Committee RESOLVED that the press and public be excluded from the meeting during consideration of the following item on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public had been present during the item, there would have been disclosure to them of exempt information (as defined by Section 1001 of the Act) of the description specified in the appropriate paragraph(s) of the revised Part 1 of Schedule 12A to the Local Government Act 1972 as noted below:

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

34. INTERNAL AUDIT INVESTIGATION (Agenda item 11.)

Officers provided the Committee with a verbal update regarding the Internal Audit Investigation as set out in the (Exempt) Annexe to these Minutes.

**The meeting commenced at 7.00 pm and concluded at 9.03 pm**

**Chairman**



By virtue of paragraph(s) 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

**Document is Restricted**

**This page is intentionally left blank**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 26 NOVEMBER  
2015

SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2015

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Simon Inchbald (Chairman)  
Cllr John Fraser  
Cllr Mike Hodge  
Cllr Peter Isherwood

Cllr Anna James  
Cllr Carole King  
Cllr Bob Upton

Cllr Nick Williams (Substitute)

**Apologies**

Cllr Patricia Ellis, Cllr Maurice Byham, Cllr Tony Gordon-Smith and Cllr Libby Piper

15. MINUTES (Agenda item 2.)

The Minutes of the Meeting held on 24 September 2015 were confirmed and signed.

16. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 1.)

Apologies for absence were received from Cllrs Maurice Byham, Patricia Ellis, Tony Gordon-Smith and Libby Piper. Cllr Nick Williams attended as a substitute.

17. DECLARATIONS OF INTEREST (Agenda item 3.)

There were no interests declared under this heading.

**LICENSING ACT 2003 ITEMS**

There were no items to report under this heading.

**OTHER LICENSING ITEMS**

**PART I - RECOMMENDATIONS TO THE COUNCIL**

There were no matters falling within this category.

**BACKGROUND PAPERS**

The background papers relating to the following items in Part II are as specified in the agenda for the Committee.

18. GAMBLING ACT 2005 - PUBLIC CONSULTATION ON REVIEW OF THE COUNCIL'S STATEMENT OF GAMBLING POLICY (Agenda item 6.)

The Committee received a report that enabled them to consider any comments on the three-year review of the Statement of Gambling for Waverley. The Council's current policy had been in place since 31 January 2013 and in accordance with legislation had undergone a full review and public consultation. The policy had been reviewed by officers and was sent to external Counsel for consideration before being published for a six-week public consultation which commenced on 9 October and ended 20 November 2015. The only response received had been regarding an update to the email address for the HMRC.

Members were of the opinion that this was a good document and fit for purpose and the Committee

RESOLVED to recommend to the Executive that it recommends to Council that the revised final version of the Policy be adopted in order that it can be published on 3 January 2016 and in place by 31 January 2016.

19. MINUTES OF THE MEETINGS OF THE LICENSING (GENERAL PURPOSES) SUB-COMMITTEE (Agenda item 7.)

The Minutes of the Meetings of the Licensing (General Purposes) Sub-Committee held on 7 and 24 September 2015 and 12 October 2015 were noted.

20. MINUTES OF THE MEETINGS OF THE LICENSING ACT 2003 SUB-COMMITTEES (Agenda item 8.)

The Minutes of the Meetings of the Licensing Act 2003 Sub-Committees held on 21 and 28 September 2015 and 26 October 2015 were noted.

**The meeting commenced at 10.00 am and concluded at 10.10 am**

**Chairman**