

To: All Members of the EXECUTIVE

When calling please ask for:

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**Policy and Governance**

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Date: 20 July 2020

**Membership of the Executive**

Cllr John Ward (Chairman)  
Cllr Paul Follows (Vice Chairman)  
Cllr David Beaman  
Cllr Peter Clark  
Cllr Andy MacLeod

Cllr Mark Merryweather  
Cllr Nick Palmer  
Cllr Anne-Marie Rosoman  
Cllr Liz Townsend  
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 28 JULY 2020

TIME: 6.00 PM (or at the conclusion of Informal Questions, if later)

PLACE: ZOOM MEETING

The Agenda for the Meeting is set out below.

The meeting can be viewed remotely in accordance with the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations, via the Council's YouTube page.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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**This meeting will be webcast and can be viewed by visiting [www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

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## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

**Prior to the commencement of the meeting, the Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.**

*[Questions will be taken in the order in which questioners register with the Democratic Services Officer on [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) by midday on Tuesday 28 July, to be sent details of how to join the Zoom meeting. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]*

## **AGENDA**

1. **MINUTES**

To confirm the Minutes of the Meeting held on 8 July 2020, which have been published on Waverley's website.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

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. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 10.

The deadline for written questions for this meeting is 5pm on Tuesday 21 July

2020.

5. QUESTIONS FROM MEMBERS OF THE COUNCIL

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 11.

The deadline for written questions for this meeting is 5pm on Tuesday 21 July 2020.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

To receive any updates from the Leader or Executive Portfolio Holders.

7. CONTINGENCY REVISED BUDGET 2020/21 (Pages 9 - 26)

[Portfolio Holder: Councillor Mark Merryweather]  
[Wards Affected: All Wards]

The COVID-19 emergency continues. This report outlines the latest projections of income and expenditure against budget in 2020/21 and highlights the significant projected net adverse variances from budget which arise as a result of the known impacts of the COVID-19 pandemic on the Council's services and finances. The extent of any further funding from government is currently unknown and therefore this report presents contingency proposals to address the latest projected budget shortfall on an emergency basis. These proposals have been prepared jointly by officers and the Executive and have been considered by the Value for Money Overview and Scrutiny Committee in pre-decision scrutiny ahead of the Executive meeting and the special Council meeting in early August.

Recommendations

**That the Executive recommends to Council:**

- 1.To acknowledge the forecast variations from the 2020/21 general fund budget listed in annexe 1 and approve the mitigation measures set out in annexe 2 including revisions to approved budgets, the cancellation of approved contributions to reserves and the drawing down of earmarked reserves.**
- 2.That in the event of additional government grant being secured and/or the overall projection set out in annexe 1 being more favourable than forecast, the net budget surplus arising from this accrues to the business rate equalisation fund, property investment fund and working balance.**
- 3.That a full revision of the approved Medium Term Financial Plan is undertaken which will assess the adequacy of the contingency budget, consider the other options identified but not included at value at this stage, and the wider economic factors – to be reported to Council no later than its December meeting.**

**4. That in relation to the Leisure Centre issues, the recommendations included in the Exempt annexe be approved.**

8. RECOVERY CHANGE AND TRANSFORMATION (RCT) PROGRAMME  
(Pages 27 - 66)

[Portfolio Holder: Councillor John Ward, Councillor Paul Follows]  
[Wards Affected: All Wards]

This Programme seeks to understand the impact of the COVID-19 pandemic on Waverley Borough Council, to acknowledge the change that has been required to respond and to identify the immediate needs of the organisation and community as they move from emergency operations to recovery and planning for the future. The recovery programme involves two main strands of activity, the organisation's recovery and the community and economic recovery of the Waverley area.

In Phase 1, the Contingency Revised Budget deals with the immediate impact upon the organisation from Covid-19, the subsequent 2020/21 budget impact from dealing with the emergency, and the consequences of government legislation upon the Council's services.

The financial impact on the organisation against its agreed operational budget for 2020-21 is already significant. This requires key decisions to be made in-year to nullify this gap, and a contingency budget is one objective of the Finance project of the RCT Programme.

Phase 2, the RCT Programme, looks at the medium to longer term impacts upon the organisation from Covid-19 some of which will define new working practices going forward to solidify the organisation's role within its community. It seeks to harness the learning from the new ways of working experienced during the lockdown period and the impact this has on the longer term structure and priorities of the Council to support the organisation itself so that it can play a pivotal role in the recovery of our economy and community into the medium and longer term. This will include a review of the Medium Term Financial Plan.

Recommendation

**It is recommended that the Executive approves the Recovery, Change and Transformation Programme and the medium and longer term Project Objectives of the 10 projects that form the RCT Programme.**

9. RECOVERY AND DEVOLUTION WHITE PAPER: LOCAL GOVERNMENT IN SURREY (Pages 67 - 74)

[Portfolio Holder: Councillor Paul Follows, Councillor John Ward]  
[Wards Affected: All Wards]

On 21 July 2020, Surrey County Council's Cabinet received a report entitled 'Recovery and Devolution White Paper: Opportunities and Benefits for Surrey'. A letter from Cllr Tim Oliver, Leader of Surrey County Council, to Rt Hon Robert Jenrick MP, Secretary of State for Housing, Communities and Local Government, was included as an annexe to that report. This report recommends that Waverley Borough Council's Executive Committee notes both documents.

Recommendation

**It is recommended that the Executive notes the Surrey County Council Cabinet report and the letter from Surrey County Councillor Tim Oliver to Rt Hon Robert Jenrick MP attached as Annexes 1 and 2 to this report.**

10. LITTER ENFORCEMENT AT FRENESHAM (Pages 75 - 78)

[Portfolio Holder: Councillor Nick Palmer]

[Wards Affected: Frensham Dockenfield and Tilford]

Members are well aware of the issues at Frensham Pond caused by the volumes of people attending and the amount of litter being generated, and have clearly indicated a desire for increased enforcement to mitigate the impact of significantly increased visitor numbers.

Internal enforcement resources are insufficient to provide the level of enforcement required to adequately mitigate the impact on the local environment.

This report seeks authority to procure external enforcement resources to assist with litter and other enforcement activities at Frensham Pond and other locations during peak periods on a cost neutral basis.

Recommendation

**That the Executive:**

**Authorises the Head of Environmental and Regulatory Services to procure additional enforcement resources on a cost neutral basis, from external providers during periods of peak demand as and when required in consultation with the Portfolio holder for Operational and Enforcement Services.**

11. PAVEMENT LICENSING (Pages 79 - 100)

[Portfolio Holder: Councillor Nick Palmer]

[Wards Affected: All Wards]

The Government is rushing through Parliament a new streamlined process to apply for a "Pavement Licence". This temporary authorisation will short-circuit the usual suite of consents required under the Highways Act and planning law. The purpose of the new licence is to help the struggling hospitality sector in a time of social distancing.

It is proposed that this new procedure will be administered by district and borough councils in non-unitary Councils and Waverley will therefore need to adopt a policy, set the fee and delegate to officers the authority to issue, amend and or refuse licences, and deal with enforcement.

This report therefore proposes a policy for Waverley Borough Council attached at Annexe A, a fee level and seeks delegation to officers for the issue, amendment and or refusal of licenses, as well as enforcement of the new arrangements.

This report also advises on changes to the licensing laws which will allow premises with a premises licence for on-sales of alcohol to sell off-sales without the need to apply for a formal variation to their licence in the usual way.

Recommendation

**That the Executive:**

- 1. Adopts the policy set out in Annexe A.**
- 2. Sets the fee for a pavement licence at £100.**
- 3. Delegates authority to the Head of Environmental and Regulatory Services to issue pavement licences and/or authority to refuse or amend pavement licences in consultation with the Portfolio holder for Operational and Enforcement Services.**
- 4. Delegates authority to Head of Environmental and Regulatory Services in relation to enforcement powers under the new proposed legislation (the Business and Planning Act 2020 once enacted).**
- 5. Delegates authority to the Head of Environmental and Regulatory Services to make minor or consequential amendments to the Policy and Licence conditions following the Business and Planning Bill becoming law, and in the event of any amendments/updating statutory instruments and or government guidance in consultation with the Portfolio Holder for Operational and Enforcement Services.**

12. PROPERTY MATTER - THE BURYS DEVELOPMENT - PROJECT INITIATION DOCUMENT (PID) (Pages 101 - 114)

[Portfolio Holder: Councillor Mark Merryweather]  
[Wards Affected: Godalming Central and Ockford]

To seek approval of the Project Initial Document (PID) for The Burys Development Project to enable the Options Appraisal report agreed at Executive on 7 January 2020 to be commissioned.

Recommendation

**It is recommended that the Executive approves the PID for the Burys Development Project.**

13. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:

Recommendation

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 these items, 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.

14. PROPERTY MATTER (Pages 115 - 120)

[Portfolio Holder: Councillor Mark Merryweather]  
[Wards Affected: Farnham Weybourne and Badshot Lea]

To consider the proposal set out in the Exempt report.

Recommendation

That the Executive agrees the recommendation set out in the Exempt report.

15. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
Fiona Cameron, Democratic Services Manager & Deputy Monitoring  
Officer, on 01483 523226 or by email at  
fiona.cameron@waverley.gov.uk**