

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 28 August 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, 8 SEPTEMBER 2020

TIME: 6.00 PM

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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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 by midday on Tuesday 8 September, 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 28 July 2020.

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 receipt of questions is 5pm on Tuesday 1 September 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 receipt of questions is 5pm on Tuesday 1 September 2020.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

The Leader and Portfolion Holders to report on current issues.

7. LOCAL GOVERNMENT REORGANISATION IN SURREY (Pages 9 - 20)

[Portfolio Holder: Councillor John Ward]

[Wards Affected: Not applicable]

The purpose of this report is to update the Executive, councillors and the public on progress since the Council resolution of 22 July 2020, and to allocate a budget for the collaborative work across Surrey district and borough councils on local government reorganisation.

Recommendation

It is recommended that the Executive:

1. Notes the progress in exploring local government opportunities in Surrey, and

2. Allocates a budget of a further £20,000 to support preparatory work for a unitary council proposal taking the total to £30,000.

8. FINANCE MONITORING 2020/21 (Pages 21 - 28)

[Portfolio Holder: Councillor Mark Merryweather]

[Wards Affected: Not applicable]

Council approval of the contingency budget in August included a commitment regularly to report progress. This report considers the forecast outturn based upon information to the end of August.

The report also includes other financial matters such as an update on the government's Sales, Fees and Charges Covid impact compensation scheme, and a note on the delegated budget carry forward approvals by the Chief Finance Officer.

Recommendation

That the Executive notes the detail contained within this report in relation to budget carry forward.

9. CLIMATE CHANGE FUND - BUDGET ALLOCATION (Pages 29 - 36)
[Portfolio Holder: Councillor Steve Williams]
[Wards Affected: Not applicable]

To seek approval of the main budget headings to allocate the £200k Climate Emergency Fund set aside in the 2020/21 budget to enable delivery of the Action Plan.

Recommendation

It is recommended that the Executive approves the budget headings identified in Annexe 1 to be funded from the climate change earmarked reserve.

10. SERVICE LEVEL AGREEMENTS, 2020-2021 - VARIATION IN FUNDING TO SOME PARTNER ORGANISATIONS (Pages 37 - 44)
[Portfolio Holder: Councillor David Beaman]
[Wards Affected: Not applicable]

The purpose of this report is to seek approval for the possible variation of Service Level Agreement (SLA) funding to some of the 12 funded voluntary sector partner organisations supported under this arrangement. This is for the second half of the final year of their 3-year funding arrangements, 1 October 2020 to 31 March 2021, as a result of the impact of COVID-19 on their operations.

Recommendation

It is recommended that the Executive notes the impact of COVID-19 on the funded organisations and approves the proposed changes in changes in funding for the final half of this year, 1 October 2020 to 31 March 2021, as set out in the Exempt Annexe.

11. OCKFORD RIDGE, GODALMING SITE B - VIREMENT REQUEST (Pages 45 - 50)
[Portfolio Holder: Councillor Anne-Marie Rosoman]
[Wards Affected: Godalming Central and Ockford]

The Council is delivering a programme of new and refurbished affordable housing on its Ockford Ridge estate in Godalming. This scheme includes redevelopment of 6 sites and refurbishment of the remaining stock, to provide modernised and new build affordable homes for local people.

The purpose of this report is to seek Executive approval to a capital budget virement, under the provisions within the Financial Regulations, to transfer a budget from Site A to Site B of the approved Ockford Ridge projects and reprofile the budget for Site B.

Recommendation

It is recommended that the Executive approves the virement of £559,468 from the approved capital budget for Ockford Ridge Site A to the project to deliver Site B.

12. LEISURE CENTRE INVESTMENTS UPDATE (Pages 51 - 56)
[Portfolio Holder: Councillor Liz Townsend]

On 17 July 2018, Council agreed a capital budget of £3.22m to fund improvements to the Farnham and Godalming leisure centres, subject to negotiation with Places for People (now Places Leisure) on future management fee payments. Council also agreed to enter into appropriate lease and/or contractual arrangements to enable an extension to the car park at Godalming Leisure Centre; and, committed to a multi-million pound investment in leisure facilities in Cranleigh and agreed that officers begin a detailed consultation, with the support of external consultants, to identify a potential location for the Cranleigh Leisure Centre.

This report provides an update on the Leisure Centre investment programme in the context of the impact of the Covid-19 pandemic on the operations of Places Leisure.

Recommendation

It is recommended that the Executive:

- 1. Notes that the investment in improvements in the facilities at Godalming and Farnham Leisure Centres are not being progressed;**
- 2. Agrees that Officers progress with obtaining the Secretary of State's approval, in partnership with Surrey County Council, for the disposal of an area of land at Broadwater School in Godalming to enable the development at Godalming Leisure Centre to recommence in the future; and,**
- 3. Agrees that the multi-million pound leisure investment project in Cranleigh continues at present but will be part of the Recovery Change & Transformation review of all corporate projects.**

13. ADOPTING A CONSISTENT APPROACH ON EVENTS DURING THE COVID-19 PANDEMIC (Pages 57 - 68)
[Portfolio Holders: Councillor Nick Palmer, Councillor Anne-Marie Rosoman, Councillor Liz Townsend]
[Wards Affected: Not applicable]

To seek approval of the proposed approach for dealing with events in Waverley during the Covid-19 pandemic in order to minimise the risks of spread of infection and outbreaks in the borough.

Recommendation

It is recommended that the following approach be adopted with respect to events in Waverley during the Covid-19 pandemic.

- a. That gatherings of up to 30 people be permitted in accordance with the current Government guidelines.**
- b. That gatherings of more than 30 people are only permitted if they;**
 - i. are in line with the requirements of The Health Protection**

(Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, which include a risk assessment demonstrating that the organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus and following sector specific guidance;

- ii have satisfactory arrangements for complying with track and trace requirements; and,**
- iii have satisfactorily complied with and signed off the Surrey checklist (see attached checklist version 4 developed by SCC Public Health), which is under regular review.**

c. That where an event proposal is not considered to meet the requirements of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, it will be referred to Surrey County Council's Director of Public Health to consider whether the event would pose serious and imminent threat to health relating to coronavirus transmission.

d. That in view of the likely difficulties in implementing infection mitigation and prevention measures at certain types of event that these would not generally be supported whilst the current restrictions are in place and the Covid-19 pandemic exists. Such events include bonfires, firework displays and beer festivals.

e. That because of the rapidly changing backdrop to the pandemic and frequent changes to the legislation and guidance relating to it, the Head of Environmental and Regulatory Services be given delegated authority to amend the approach to events after consultation with the Leader, Deputy Leader and relevant Portfolio Holders.

14. PROPERTY MATTER - ELSTEAD VILLAGE GREEN - GRANT OF NEW 125 YEAR LEASE TO ELSTEAD PARISH COUNCIL (Pages 69 - 76)

[Wards Affected: Elstead and Thursley]

This report seeks approval for an asset transfer of Elstead Village Green on a 125 year lease at a peppercorn rent from the Council to Elstead Parish Council.

This will enable the Parish Council to have full control over the local village green and removes Waverley Borough Council from the responsibility and cost for grounds maintenance of that key site.

Recommendation

It is recommended that:

- 1. The leasehold transfer to Elstead Parish Council of Elstead Village Green is approved; and**
- 2. Delegated authority is given to officers to finalise the heads of terms and complete the necessary legal document(s) with the Parish Council with detailed terms and conditions to be agreed by the**

Strategic Director, in consultation with the relevant Portfolio Holder(s).

15. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman, if required:

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(s) 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.

**For further information or assistance, please telephone
Fiona Cameron, Democratic Services Manager & Deputy Monitoring
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fiona.cameron@waverley.gov.uk**

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Local Government Reorganisation in Surrey

Portfolio Holder: Cllr J Ward, Leader

Senior Officer: T Horwood, Chief Executive

Key decision: No

Access: Public

1. Purpose and summary

- 1.1 The purpose of this report is to update the Executive, councillors and the public on progress since the Council resolution of 22 July 2020, and to allocate a budget for the collaborative work across Surrey district and borough councils on local government reorganisation.

2. Recommendation

It is recommended that the Executive:

1. Notes the progress in exploring local government reorganisation opportunities in Surrey; and
2. Allocates a budget of a further £20,000 to support preparatory work for a unitary council proposal taking the total to £30,000.

3. Reason for the recommendation

- 3.1 On 3 July 2020, the Minister of State for Regional Growth and Local Government (Simon Clarke MP) announced that a White Paper on “devolution and local recovery” would be published “this autumn”.¹ He encouraged councils to bid for new Combined Authorities with elected executive Mayors (see section 4 below), but indicated that, in two- and three-tier areas, creating unitary councils and abolishing district and county councils would be required as a precondition.
- 3.2 On 10 July, the Leader of Surrey County Council wrote to the Secretary of State for Housing, Communities and Local Government (Robert Jenrick MP) to seek permission to establish a single county-wide unitary council, which would entail the abolition of the eleven district councils, of which Waverley Borough Council is one. [Annexe 1]

¹ Speech by Minister for Regional Growth and Local Government at Local Government Association annual conference, 3 July 2020: <https://www.gov.uk/government/speeches/local-government-association-annual-conference-2020-minister-for-regional-growth-and-local-governments-speech>.

3.3 At the Waverley Borough Council meeting on 22 July, the following resolution was passed (51 votes for, 2 abstentions, 0 against):

“This Council opposes a single Surrey-wide Unitary Authority. This Council recognises principles of localism many of which are incompatible with a single unitary authority within Surrey, therefore Council, instructs the Executive to urgently investigate alternative forms of Unitary Authorities and the timing of any such reorganisation that may be more advantageous to Waverley and its residents, including any opportunities with neighbouring Counties.”

3.4 **This report updates councillors and the public on the progress made in implementing this Council resolution, and seeks approval for an allocated budget to take the work forward.**

3.5 On 23 July, the Leaders of the eleven district councils² wrote to the Secretary of State asking for the opportunity to put forward other alternatives if he were minded to invite any proposals for local government reorganisation in Surrey. The district Leaders set out their councils’ principles for the potential future structure of local government, including: place-based local government, value for money and the democratic mandate. [Annexe 2]

3.6 At the Executive meeting on 28 July, the Executive resolved to “allocate a budget of £10,000 to support preparatory work for a unitary council proposal”.

4. **Background context**

4.1 It is helpful to note the definitions and public policy background to the current debate on local government reorganisation in Surrey: in particular, the definitions of such terms as “combined authority” and “unitary authority”.

4.2 **Combined authorities (CAs)** are not the same as unitary councils. CAs are an additional tier of government, covering a large area, initially focused on regeneration and infrastructure, taking on powers otherwise held by central Government and potentially local councils. While a directly-elected executive Mayor is not the only legal governance option for a CA, this Government has indicated that it favours the mayoral model.³

4.3 An August 2020 briefing paper from Bevan Brittan⁴ for local government lawyers provides a helpful commentary on the current Government policy on CAs:

“The Government is keen to create more mayoral combined authorities with funding deals and a number of areas are in the process of developing plans, strategies and governance arrangements with a view to concluding a devolution deal with Government. A devolution deal generally brings capital investment of between £450

² Elmbridge Borough Council, Epsom and Ewell Borough Council, Guildford Borough Council, Mole Valley District Council, Reigate and Banstead Borough Council, Runnymede Borough Council, Spelthorne Borough Council, Surrey Heath Borough Council, Tandridge District Council, Waverley Borough Council, Woking Borough Council.

³ Speech by Minister for Regional Growth and Local Government at Local Government Association annual conference, 3 July 2020: <https://www.gov.uk/government/speeches/local-government-association-annual-conference-2020-minister-for-regional-growth-and-local-governments-speech>.

⁴ Bevan Brittan is a large national law firm with a strong public sector specialism: <https://www.bevanbrittan.com/who-we-are/about-us/>.

million and £1.01 billion which is paid in instalments over three decades. Whilst combined authorities started their existence focused on economic regeneration and transport, they can now perform any local authority functions and, as we know, are responsible for a £6 billion budget for health and social care in Greater Manchester. Additional powers have also been granted by Parliament allowing other blue light services to fall under the remit of combined authorities including Police and Crime Commissioners and in turn Fire Officers. One area of tension has been around transport, particularly in the non-metropolitan areas, where funding and powers are effectively centralised, particularly around new infrastructure with the highway authority providing a levy to the combined authority. ...

“Whilst the specific powers, funding and functions of combined authorities vary, the Government’s rationale for creating combined authorities and so called ‘metro’ mayors is that by having a highly visible and accountable strategic leader operating at the scale of the city or regional economy rather than specific local authority level it helps to generate inward investment, create jobs, improve wages and the quality of life in cities.”

- 4.4 In current law, a CA “consists of the whole of two or more local government areas”.⁵ Therefore, a single council cannot create a CA as the law currently stands.
- 4.5 A **unitary council** is a local authority that brings together the powers held by district/borough councils and county councils in that area. Although not currently a legal requirement, the Government has indicated that it expects local government reorganisation around unitary councils as a precursor to devolution and CAs/Mayors.
- 4.6 The Government’s current criteria for unitary proposals are that the new council should:
1. improve the area’s local governance
 2. command a strong level of local support
 3. cover an area that provides a credible geography
- 4.7 The Government has indicated that the minimum population size ought to be greater than 300,000 to 400,000; no upper limit has yet been indicated.⁶ 109 of the 121 unitary councils in England contain fewer than 400,000 inhabitants, and the mean average is 277,000, so the Government’s announcement indicates a shift upwards in preferred scale.⁷
- 4.8 The Government’s devolution offer and further criteria for evaluating unitary and/or CA proposals, will be articulated in the **White Paper** on “devolution and local recovery”, due to be published in the autumn. This could change many of the assumptions listed above.

⁵ Local Democracy, Economic Development and Construction Act 2009, section 103(2): <https://www.legislation.gov.uk/ukpga/2009/20/section/103>.

⁶ Ministry of Housing, Communities and Local Government, Unitary Councils: Written question 61741: <https://www.parliament.uk/business/publications/written-questions-answers-statements/written-question/Commons/2020-06-19/61741/>.

⁷ The five largest unitary councils in England are Birmingham (1.141 million), Leeds (789,000), Sheffield (583,000), Cornwall (566,000) and Manchester (548,000). The smallest are Scilly (2,000), City of London (9,000), Rutland (40,000), Hartlepool (93,000) and Darlington (107,000). Surrey’s population is 1.190 million.

4.9 In terms of **process and timing**, Bevan Brittan adds:

“At present it seems as though the Government is looking for swift action and the creation of new combined authorities with elected mayors and new unitary councils to take effect from April 2022.⁸ Working backwards if that were to be the case we would expect that council proposals would need to be submitted to Government in September (or October at the latest) with a view to consulting upon the proposals, receiving and analysing the results and being in a position to take forward proposals early in 2021.

“Once the Government agrees to the creation of a new unitary a Structural Changes Order will be prepared that provides for the abolition of the relevant councils and creation of the new Council(s) for the relevant area and then numerous other Regulations apply that deal with finance, assets, properties, staff and liabilities.”

5. Surrey update

- 5.1 Surrey County Council (SCC) has appointed PricewaterhouseCoopers (PwC) to develop a business case, which it intends to discuss at an extraordinary full council meeting on 29 September. The district/borough councils invited SCC to collaborate on one project to develop a range of options prior to submitting proposals to the Government; SCC declined, insisting on the single-unitary proposal alone.⁹ The district council Leaders have, therefore, agreed that the eleven councils should commission their own joint appraisal and business case, subject to the governance processes of each council. External consultants of appropriate experience and calibre will be procured to develop an options appraisal and business case. This project will cover the options of status quo, and one or more unitary councils. Runnymede Borough Council will run the procurement process and the other councils are being asked to support this financially.
- 5.2 Given that the SCC proposal will necessitate the abolition of district and borough councils in Surrey, it is important for Waverley Borough Council – as the authority that democratically represents the whole of the borough – to undertake research and planning work to come to a view as to which future structures of local government will provide optimum value for money and effective local representation and empowerment, all in the best interests of residents. Similarly, it is incumbent on the other district councils to do the same for their residents. The eleven district council Leaders have agreed to collaborate on this work without a single predetermined solution.
- 5.3 While the Executive has allocated a budget of £10,000, it is now clear that this will not be sufficient to see the project through on the timelines necessitated by the Government and by SCC’s project. Therefore, the Executive is **recommended to approve a further sum of up to £20,000**. Every effort will be made to restrain these costs, and regular reports will be made to the Executive on the project. Officers have identified that there is a high degree of certainty that an equivalent underspend will occur in this financial year in the area of establishment and

⁸ It may be that, for those areas that establish both, new unitary councils will be created first, followed by new combined authorities at a later date, as it would be challenging to do both on this timeline.

⁹ County and district council officers are cooperating on sharing base data and information to inform the two commissions.

vacancy savings. Under paragraphs 4.23-4.26 and annexe 1 of the Financial Regulations, this amount can be vired with officer approval, so a supplementary estimate is not required.

5.4 As Waverley Borough Council's resolution included the request to explore opportunities with its **non-Surrey neighbours**,¹⁰ the Leader wrote to the Leaders of those district councils. At the time of writing this report, four have responded:

- Chichester DC indicated that councils in West Sussex have agreed that there is no real appetite for disbanding the current system; they would await the White Paper and consider options if the Government indicated that all authorities must become unitaries.
- East Hampshire DC indicated that they would not consider the matter before the publication of the White Paper.
- Horsham DC wishes to await the detail of the White Paper and then consider whether cross-boundary options are a real possibility.
- Rushmoor BC indicated that it could informally discuss the matter only if there were support indicated in advance from the Government for cross-county boundary unitaries and it would prefer to wait until the detail of the White Paper is known.

5.5 In a video-call conversation with senior civil servants at the Ministry of Housing, Communities and Local Government, Waverley was told:

- The Government will rely on existing legislation to create new unitaries.¹¹ This means that existing boundaries will be the building blocks for new unitaries and parts of an existing district will not be separated from the rest of the district: i.e. a settlement in Waverley must not be a part of a new council without the rest of Waverley being part of that new council.
- Current legislation permits whole districts in adjacent counties to form a new unitary.
- A key criterion for the Government will be the historic identity of a place that will together make up the unitary council area. Ministers view current counties as having such an identity, so while there might be more than one unitary in a county, there is no evidence at present that ministers have any appetite for creating an area that crosses a current county boundary.
- Recent precedents of creating unitaries did not take any districts out of their counties.
- While all submissions will be given consideration by ministers, the civil servants would not encourage a council to pursue cross-county boundary proposals.

5.6 The joint project by the eleven Surrey district councils does not include an outside-of-Surrey option as other councils are not pursuing this. While there are several areas of the country in discussions with proposals being prepared for new unitary councils, neither Hampshire nor West Sussex are currently undertaking any work to fit the timetable of the forthcoming White Paper. Given the Government's direction of travel, it may be that those counties will be required to give this matter

¹⁰ Chichester District Council and Horsham District Council in West Sussex; East Hampshire District Council, Hart District Council and Rushmoor Borough Council in Hampshire.

¹¹ Local Government and Public Involvement in Health Act 2007:
<https://www.legislation.gov.uk/ukpga/2007/28/contents>.

consideration in the coming months and years. If the current Surrey project does not make rapid progress and if no proposal receives imminent support from the Secretary of State, the door may open for further cross-boundary conversations.

6. Relationship to the Corporate Strategy and Service Plan

6.1 The *Corporate Strategy 2019-2023* emphasises “open, democratic and participative governance” and “high quality public services”.¹² These principles, in particular, will guide our approach to this project.

7. Implications of decision

7.1 Resource (Finance, procurement, staffing, IT)

Finance implications are set out in paragraph 5.3. There is a risk that the local government reorganisation debate will divert councillors and senior officers from other critical activities during this time. Working collaboratively with ten other councils and commissioning independent expertise helps to mitigate this in part.

7.2 Risk management

As proposals emerge, further risk appraisals will be required and reported accordingly. If reorganisation proposals are approved, there will be some years of transition that will require thorough project planning and short-term cost, in order to achieve the intended longer term benefits. A substantial and multi-partner change programme will be required to determine the detailed structures and to harmonise tax and staff terms and conditions across the participating authorities. As several other areas in England have been through the process, there will be available a considerable wealth of expertise and knowledge, as well as direct support from the Ministry of Housing, Communities and Local Government.

7.3 Legal

The Local Government and Public Involvement in Health Act 2007 sets out the process by which any new single tier of local government is created. Section 2 enables the Secretary of State to invite or direct a county or district council to make a proposal. Where a proposal is received, the Secretary of State may then by order implement the proposal, with or without modification, and may make regulations via Parliament to supplement the implementation of any proposal.

7.4 Equality, diversity and inclusion

Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010. There are no immediate equality, diversity or inclusion implications in this report’s recommendations. Detailed impact assessments will be required as proposals are considered and if they are approved.

7.5 Climate emergency declaration

The climate change emergency declaration and the urgent target for net zero carbon by 2030 is a critical objective for Waverley Borough Council. While no specific impacts on the climate emergency declaration have been identified as a consequence of this report’s recommendation, the Council will be assessing and prioritising the environmental, climate and carbon impacts of any proposals that

¹² https://www.waverley.gov.uk/downloads/file/6351/waverley_borough_council_corporate_strategy_2019-2023.

emerge.

8. Consultation and engagement

- 8.1 No external consultation has yet taken place. As reorganisation options are developed, engagement with parish/town councils, community groups and the wider public will be required.

9. Other options considered

- 9.1 If Waverley Borough Council were not to support this project financially, its influence in the outcome would be severely curtailed and it would be less able to make an informed assessment of the proposals for local government. It is important for the council, as the local democratic institution covering the whole of the borough, to participate in the interests of residents. See also paragraph 5.2.

10. Governance journey

- 10.1 This report is for decision by the Executive on 8 September 2020.

Annexes:

1. Letter of Surrey County Council Leader to the Secretary of State, 10 July 2020.
2. Letter of District and Borough Leaders to the Secretary of State, 23 July 2020.

Background Papers

Background papers as defined by Section 100D(5) of the Local Government Act 1972:

- Bevan Brittan, *Devolution: Combined Authorities and Unitarisation, Lawyers in Local Government Insight Paper*, 24 August 2020.

CONTACT OFFICER:

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Position: Chief Executive
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Agreed and signed off by:

Legal Services: 27 August 2020

Head of Finance: 28 August 2020

Strategic Director: 26 August 2020

Portfolio Holder: 27 August 2020

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County Hall
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The Rt Hon Robert Jenrick MP
Secretary of State
Ministry of Housing, Communities and Local Government
[by email: robert.jenrick@communities.gov.uk]

Friday 10 July 2020

Dear Secretary of State,

Further to your Minister's announcement in his speech to the LGA Annual Conference on 3 July 2020, I am writing to set out our ambition for Surrey and our wish to engage with you on the reforms needed to ensure its achievement. I want Surrey to be a uniquely special place where everyone has a great start to life, people live healthy and fulfilling lives, are enabled to achieve their full potential and contribute to their community, and no one is left behind.

As a nation, we are facing new and growing challenges. The economic shock the country has experienced arising from Covid-19 and the recession we are facing will have profound and lasting effects. Local government faces a huge challenge to support communities and businesses at the same time as finding ever greater efficiencies.

Surrey County Council is ready to face this challenge. We have amply demonstrated our creativity and flexibility in leading the local response to Covid-19. We established a new community hospital, NHS Seacole Centre at Headley Court, in just 35 days. We are a good practice area for Local Outbreak Control Plans. We worked at pace with local partners to deliver extra refuge space for victims of domestic abuse, helping to meet urgent local need following the Covid-19 lockdown.

We have made excellent progress, delivering £188m efficiencies in the last two years alone, and turning around the performance of our children's services. This has been achieved by demonstrating strong leadership, innovative thinking and transformative action.

We could do so much more, better and at less cost, if we transform the current system of local government in Surrey (12 sovereign local authorities, in a two-tier structure). It is too fragmented and complicated. I believe that a single unitary council, underpinned with a flourishing new model of local accountability would be more effective, efficient and resilient in addressing the current challenges, better serving our residents and taxpayers. A new model would also maximise the potential of the county going forward.

Surrey's economy has been a significant contributor to the Exchequer, contributing £40.4b to the UK economy every year. This cannot be taken for granted in a post-crisis, post Covid-19 environment. I share the Government's priorities around economic recovery and prosperity, climate change, housing and homes, 'levelling up' and healthy and resilient communities and can see many opportunities to transform our approach in Surrey to deliver against these. Dealing with changes in the fundamentals of the economy, in terms of jobs and the labour market, commercial and residential property, retail, travel and transport (including aviation) and infrastructure, requires singular leadership and a more co-ordinated and local approach between planning, investment, housing, skills and education.

We can build more homes more quickly and develop the high streets and town centres of the future, but to do this we need to streamline decision making on planning and infrastructure with a single clear strategic approach. We can tackle inequality and level up within Surrey to ensure inclusive growth. We can reach net zero carbon emissions and deliver a greener future. Our One Surrey Growth Board is well-placed to provide the place-oriented leadership and strategic co-ordination to deliver this.

Surrey's relative overall wealth, however, masks pockets of deprivation in the county, with widening inequalities. As examples, West Surrey contributed £28.1b GVA (70%) to the Exchequer in 2017, while East Surrey contributed just £12.3b (30%) and linked to this, 70% of the jobs and 67% of businesses are in West Surrey. The inequality of life expectancy is even more marked, with women in two adjacent wards within Surrey varying by up to ten years.

We face growing demands as the population changes. The over 65s population will grow by 18% over the next decade, meaning more people will need care and support. Covid-19 will hit our vulnerable residents hardest, including those experiencing domestic abuse and mental health issues. Our Devolution deal and Surrey Heartlands Integrated Care System has enabled us to embark on ever closer working and integration to address these issues, but again, more can be done with the right structures in place that bring together health and social care with services that impact the wider determinants of health and wellbeing, such as housing and leisure.

This perfect storm of rising demand and falling income means a bleak financial outlook for local government in Surrey which will only worsen and severely affect our ability to deliver high quality services. Prior to Covid-19, Surrey's local authorities already needed to save at least £137m over the next four years, and the health economy is running a forecast £62m deficit. Moving to a county unitary authority will provide immediate savings of £36m per year and unlock the ability to transform our services further, enabling a further £100m savings per year, in return for a one-off cost of £52.7m.

I am therefore writing to ask you to invite me to submit a business case, as soon as possible, so I can set out our proposals for a single county unitary council for Surrey, as a continuing authority. I am committed to ensuring any new model of local government in Surrey is predicated on a strong locality-based model, with communities at its heart. The council is already transforming its relationship with communities, and will co-design a new local accountability model, including a new role for all our town and parish councils, as well as all the other groups with whom we work.

With devolved powers, this would enable a streamlined and more efficient model for transformative change and give us the tools for better outcomes for residents and a sustainable long-term recovery. If we are to genuinely 'level up' within Surrey, then a single unitary is the only viable model for local government reform.

I have discussed my ambitions with the Surrey MPs who agree that change is needed and can see the benefits of a unitary structure in Surrey. I will work with District and Borough Council colleagues as well as the business community, voluntary, community and faith sector, alongside our residents, to develop our plans as part of a more integrated set of public services across the county.

I look forward to starting the conversation with you on the future of Surrey.

Yours sincerely,



Tim Oliver
Leader of the Council

My Ref: NP/mch

23rd July 2020

Rt. Hon Robert Jenrick MP
Secretary of State for the Ministry of Housing, Communities and Local Government
2 Marsham Street
London
SW1P 4DF

Dear Secretary of State,

DEVOLUTION AND RECOVERY BILL

It is the stated intention of the Government to publish a White Paper and draft Bill on Devolution and Recovery from COVID in the early Autumn of 2020. District and Borough Councils in Surrey are aware of a letter sent to you by Councillor Tim Oliver, setting out the County Council's perspective on unitary government. This letter sets out the collective view of District and Boroughs at this stage of the debate.

There is a commitment by Surrey Boroughs and District councils to consider the merits of unitary government and a view that this represents a potential way forward. There are a number of principles however that need to underpin any future models for local government in Surrey and we believe it is essential that multi unitary models are fully analysed before any conclusions are drawn about the structure of potential unitary authorities in Surrey. Those principles include: -

- Delivery of place based local government which empowers local people to take more control over their local communities and enables swift, transparent decision making.
- Provision of value for money and efficient ways of using public resources as effectively as possible. This includes considering how demand led services such as adult care and children's services should be provided in the future.
- Creation of a structure and culture which encourages multi-agency working, sharing of strategies and budgets and makes optimum use of our collective resources.
- Facilitation of clear communication and negotiation channels between Surrey authorities and central government. In that respect, if a unitary structure were to be implemented, there could also be a form of combined authority where the collective views of one or more unitary authorities on priorities for economic growth and infrastructure can be articulated. The precise nature of this structure needs detailed analysis and discussion.
- The importance of retaining the representative and democratic basis of local government's relationship with its residents.

The Government has indicated that as a optimum guideline, unitary authorities should represent populations of between 300,000 and 500,000 people per administration. A single unitary authority for Surrey would represent 1.2m people and this would be equivalent to only the larger of metropolitan areas but without the clear sense of locality recognisable to

residents across a vastly different geographical spread. Further to this, it would be the largest unitary in England. This is one of the reasons why it is so necessary to evaluate other options which may represent localities (and the characteristics of Surrey communities) more appropriately.

However, please be assured of our commitment to work quickly in seeking a preferred structure. Until a robust evidence base and options appraisal is available, we would urge you to retain an open mind as to the future shape of local government in Surrey. We ask that if minded to invite a submission from Surrey County Council, you also invite a business cases submission for alternative models from the combined Districts and Boroughs grouping of Surrey for the future of local government in Surrey.

Only in this way can you be reassured that any decision about local government reorganisation in Surrey also safeguards the wellbeing of our residents, maximises the future transformation of the area, and secures its contribution to national prosperity.

Yours sincerely,

Cllr. Nick Prescott
Leader, Runnymede Borough Council
Chairman, Surrey Leaders

Cllr. Caroline Reeves
Leader, Guildford Borough Council

Cllr Stuart Selleck
Leader, Elmbridge Borough Council
Deputy Chairman, Surrey Leaders

Cllr. John Ward
Leader, Waverley Borough Council

Cllr Alan McClafferty
Leader, Surrey Heath Borough Council

Cllr. Stephen Cooksey
Leader, Mole Valley District Council

Cllr. David Bittleston
Leader, Woking Borough Council

Cllr. Clive Smitheram
Leader, Epsom and Ewell Borough
Council

Cllr. John Boughtflower
Leader, Spelthorne Borough Council

Cllr. Mark Brunt
Leader, Reigate and Banstead Borough
Council

L

Cllr. Tony Elias
Leader, Tanridge District Council

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 September 2020

Title:

FINANCE MONITORING 20/21

Portfolio Holder: Cllr Mark Merryweather, Portfolio Holder for Finance, Assets & Commercial Services

Head of Service: Peter Vickers, Head of Finance and Property

Key decision: Yes

Access: Public

1. Purpose and summary

- 1.1 Council approval of the contingency budget in August included a commitment regularly to report progress. This report considers the forecast outturn based upon information to the end of August.
- 1.2 The report also includes other financial matters such as an update on the government's Sales, Fees and Charges Covid impact compensation scheme, and a note on the delegated budget carry forward approvals by the Chief Finance Officer.

2. Recommendation

That the Executive notes the detail contained within this report in relation to budget carry forward.

3. Reason for the recommendation

The Financial Regulations require the Chief Finance Officer to report budget carry forward decisions to the Executive.

4. Background

2020/21 Contingency Budget – Monitoring of main income and expenditure items

- 4.1 As at the end of August, the General Fund performance against the contingency budget shows that overall the contingency budget assumptions are holding up:
- General fund staff savings are forecast to overachieve the vacancy target by £79k.
 - Car parking income is currently forecast to underachieve budget by £84k.
 - Development Management income is forecast to overachieve budget by £25k.

- 4.2 Negotiations on the leisure centre closure and reopening costs have progressed, and whilst not concluded, they are significantly lower than assumed in the contingency budget. This will enable some degree of reserve replenishment as planned.

Additional Income-related government Covid-support grant - update

- 4.3 The final Sales, Fees and Charges (SFC) income scheme has been shared in draft pending publication at the end of the month. This provides the comprehensive guidance and the associated data collection form required to collate the council's income claim. There will be three data collection dates, September, December and April covering the respective periods with corresponding cash payments. Work will begin immediately to complete the first claim.

Financial Regulations – reporting of budget carry forwards from 2019/20

- 4.4 Financial performance is monitored in the quarterly performance reporting with the final outturn against budget for 2019/20 included within the Value for Money Overview and Scrutiny Quarter 4 report. The General Fund revenue outturn for 2019/20 was a surplus of £205,901 after carry forward approvals listed below. The Financial Statements for 2019/20 will be presented to the 14 September Audit Committee.
- 4.5 Where project or specific expenditure is not completed by the end of the financial year a budget carry forward is provided after a robust challenge by the finance team and approval of the Chief Finance Officer under delegation of Financial Regulation 4.30 and reported to Executive under 4.31. These carry forwards are accounted for in the outturn and do not have resource implications on the following years budgets.
- 4.6 For the 2019/20 financial year the following carry forwards were approved under delegation: General Fund budget £118,790, General Fund Capital budget, £1,695,259, Housing Revenue Account (HRA) revenue £9,805, HRA Core Capital £69,000 and HRA New Homes capital budget £2,148,252. These are itemised in Annexe 1 (General Fund) and Annexe 2 (HRA.)

5. Relationship to the Corporate Strategy and Service Plan(s)

- 5.1 This report has content directly relating to the delivery of the Corporate Strategy.

6. Implications of decision(s)

6.1 Resource (Finance, procurement, staffing, IT)

All decisions made with regard to the budget will impact on Waverley's resources.

6.2 Risk management – covered above

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report.

6. Implications of decision(s)

6.5 Climate emergency declaration

There are no direct implications arising from this report but reference is made to the need for the main budget proposals to address the resource requirement for the emerging climate change action plan. The current proposals retain in full the budget for delivering the action plan.

7. Consultation and engagement

7.1 The relevant Portfolio Holders and wider stakeholders have been consulted with regard to the content of this report.

8. Other options considered

8.1 No other options were considered with regard to the content of this report.

9. Governance journey

9.1 This report is for the Executive to note.

Background Papers

There are no background papers, as defined by Section 100D (5) of the Local Government Act 1972).

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Name: Peter Vickers
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General Fund Capital Budget Carry Forward

Description	£	Reasoning
Finance Systems	800	
Direct Debit Collection	1,900	
Mobile working	2,074	Equipment needed in light of coronavirus
Car Parks Rolling Programme	3,130	Legal costs of EV charging points
Brightwells CPO	10,000	Oversail payment to Slug & Lettuce
Tape Back up	15,000	agreed at IT strategy group, resourcing issue.
Broadwater Lake	15,000	Works tendered - must complete in 1st quarter
Parks security	16,000	Tendered for security gates - must complete in 1st quarter
Museum of Farnham Capital Works	17,100	Carry forward for scaffolding costs only, project not fully funded
Fire alarm - depot	21,000	
Customer Service Project	21,796	Project ongoing
Planning, Building Control, Gazeteer and Land Charges software	23,509	Project ongoing
Scanning microfiche - planning	24,000	
S106 Grants to External Organisations	30,000	2nd payment to Alford sports council
Village Way Car Park	30,000	Car park surface repairs
Godalming Leisure Centre Refurbishment	31,500	Project ongoing
Central Offices Feasibility Study	40,000	To be undertaken, approved in year.
EV charging points	42,500	Must complete in 1st quarter
Farnham Leisure Centre Refurbishment	163,500	Project ongoing
Weyhill Car Park	188,600	Project ongoing
Weyhill Site Costs	422,990	Project ongoing
South Street Car Park	574,860	Project ongoing
Total General Fund Capital Carry Forward	<u>1,695,259</u>	

General Fund Revenue Budget Carry forward

Delay to route optimisation	28,500	Delayed due to coronavirus
Godalming Parkrun start up funding	1,500	Legal issues with implementing the project at Broadwater lake.
Rent Reviews of farnham trading estate	540	Fees to complete rent reviews, delayed due to lock down
Rent Reviews of Guildford road industrial site	6,660	Fees to complete rent reviews, delayed due to lock down
Rent Reviews of Bourne mill industrial site	5,400	Fees to complete rent reviews, delayed due to lock down
The British Red Cross Society Site, Wey Court, Farncombe	2,010	Legal advice is necessary and ongoing over a number of months
Budget Participation public consultation	8,727	Final payment on project
Website upgrade	50,000	Required to ensure website meets accessibility requirements
Judicial Review	5,000	Potential costs associated with recovering £30k from POW.
Development Management - Professional fees	3,350	Professional fees work in progress on planning appeals
IT - Exchange 2016 Implementation	7,103	
Total General Fund Carry Forwards	<u>118,790</u>	

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HRA Capital Budget Carry Forward

Description	£	Reasoning
Health and Safety	3,000	Works delayed by Covid
Disabled Adaptions	33,000	Works delayed by Covid
Core Programme Total	33,000	Works delayed by Covid
Total General Fund Carry Forwards	69,000	

Budget Area	CC		Account	Amount	Carry Forward Name
New Housing Development	K5427	Ockford Ridge - Site C	1345	3,300	Asbestos removal from 2 properties Ockford Ridge
New Housing Development	K5422	85 Aarons Hill Starter Homes (Land adj)	1345	24,200	Employes Agent services
New Housing Development	K5414	Middlefield, Farnham	1345	48,000	EA Works Middlefield. Latent defects
New Housing Development	K5016	Ockford Ridge refurbishment - phase 1	1345	18,747	Refurbishment Phase 1
New Housing Development	K5017	Ockford Ridge Refurbishment - phase 2	1345	53,207	Refurbishment Phase 2
New Housing Development	K5018	Ockford Ridge refurbishment - phase 3	1345	4,999	Refurbishment Phase 3
New Housing Development	K5020	S106 affordable housing units	1782	522,000	Langham 3 Flats.No heads of Terms yet
New Housing Development	K5020	S106 affordable housing units	1782	940,000	Brookworth 4 dwellings . Houses and flats. No heads of terms
New Housing Development	K5000	HRA Property Purchase	1782	500,000	Additional buybacks inc potential 46 Coopers Rise Bungalow c 300K
New Housing Development	K5429	Ockford Ridge - Site E	1345	13,800	Structural works
New Housing Development	K5430	Ockford Ridge- Site F	1345	20,000	Site Assembly
al:				2,148,252	

Budget Area	Amount	Carry Forward Name
Housing Operations	1,150	Training by Orchard Information Systems
Housing Operations	6,000	Consultancy by Orchard Information Systems
Housing Operations	2,655	Surrender of Part Wyatts Close Godalming.
Housing Operations Revenue Total:	9,805	

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Climate Change Fund – Budget allocation

Portfolio Holder: Cllr Steve Williams, Portfolio Holder for Environment

Head of Service: Richard Homewood, Head of Environmental Services

Key decision: No

Access: Public

1. Purpose and summary

To seek approval of the main budget headings to allocate the £200k Climate Emergency Fund set aside in the 2021 budget to enable delivery of the Action Plan.

2. Recommendation

It is recommended that the Executive approves the budget headings identified in Annexe 1 to be funded from the climate change earmarked reserve.

3. Reason for the recommendation

3.1. In February 2020, the Council set aside £200k of New Homes Bonus funding to create a Climate Change Emergency fund for the purpose of supporting the delivery of the Climate Emergency Action Plan. Whilst this funding is approved and available in an earmarked reserve for this purpose, it is not yet included in the detailed service budget and the Executive need to agree the main budget headings to enable officers to spend the budget on those activities. The approved 20/21 budget also includes £100k for the ongoing revenue costs needed to deliver the action plan including staff, consultation and engagement and other operational costs.

3.2. Officers were preparing a proposed spend of the £200k reserve a few months ago but the emerging pandemic impact triggered management action to freeze certain spending and recruitment, as reported to Executive on 12 May. Now that the Council has approved the revised 20/21 budget, leaving the £200k earmarked reserve and £100k revenue working budget in place, approval can be sought to agree the main budget headings.

4. Relationship to the Corporate Strategy and Service Plan

4.1 This project supports many of the Council's aspirations in the Corporate Strategy principally the delivery of the climate change targets.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

Budget spending plan

- 5.1. The £200k allocation is a significant amount of money but very limited in the context of an ambitious long-term action plan, therefore, it will need to be allocated carefully to pump prime potential projects and fund initial research. It is unlikely to be sufficient to deliver any significant projects in their entirety. There is therefore a need for a consistent approach to the evaluation of proposed use of this funding in order to maximise its impact. The proposed Assessment Criteria are set out in Annexe 2 to this report.
- 5.2 Following discussions with the portfolio holder, the Climate Change Advisory Group and the Climate Change Officer Group, the proposed spending plan is attached as Annexe 1 to this report. This will be kept under review and can be varied if necessary but having these broad headings agreed at this stage will enable officers to progress with authority.

5.3 Legal

Legal advice and support may be required throughout the various stages of delivering the climate change action plan. However, there are no legal implications arising directly from this report.

5.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

5.5 Climate emergency declaration

The report sets out the main budget headings to allocate the funding required to deliver the Climate Change Action Plan so that work can start on the required programme of work. As with all approved budgets, this initial allocation can be reviewed and changed as necessary. This report completely supports the climate emergency declaration and seeks to fund a plan for identifiable actions.

6. Consultation and engagement

- 6.1 The detailed climate change action plan will be consulted on and subject to councillor scrutiny in due course. This initial allocation of budgets to the main headings enables officers to commence the preparatory work immediately.
- 6.2 Work is underway with the Communications Team to develop a comprehensive communications plan to engage effectively with the community and partner agencies in the development of the Action Plan. The draft Action Plan and Sustainability Strategy has been published on the web site and as an initial step

the public have been invited to submit comments and suggestions by email. Work is also underway on a survey that could go out to all residents with questions that will focus on key elements of the strategy and action plan. The draft Climate Action Plan will also be reviewed by Environment Overview and Scrutiny in the Autumn cycle prior to Executive.

6.3 Engagement with Town and Parish Councils has also commenced and the Portfolio Holder has written to them inviting them to feed back their views and how the Waverley Borough Councils Strategy and Action Plan aligns with their own plans.

6.4 Like Waverley's other service budgets, these can be changed as the specific details are reviewed using the scheme of virement under the approved financial regulations. If the budget headings aren't agreed now, officers will not have the approval to incur expenditure to deliver the action plan.

7. Governance journey

7.1 The funding has been approved by full council in February 2020. The Executive are being asked in this report to allocate the funding across the main budget headings necessary to support the delivery of the Climate Action Plan.

Annexes:

Annexe 1 – Proposed budget allocations for Climate Emergency Fund

Annexe 2 – Climate Emergency Budget Assessment Criteria

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

Name: Richard Homewood
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Climate Emergency Fund – Allocation to specific budget headings

Feasibility and project exploration	Viability sustainability/climate change in Local Plan Part 2 Various schemes including Solar Farm feasibility	£50,000
Community schemes	Active transport links, including cycleway, electric bikes , scooters, community and low emission transport schemes	£70,000
	Community energy schemes including micro generation	£40,000
Invest to save projects	Including based on advice from the Carbon Trust, Energy Savings Trust or Energy Hub and experience of other councils prepare feasibility reports for each property directed owned by Waverley for which WBC pays the bills - with a view to bid for capital funding in the next funding cycle. Develop a costed rolling programme to replace all existing pool cars with Electric Vehicles on renewal, with effect from January 2021.	£40,000
Total		£200,000

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Climate Emergency Budget Assessment Criteria

Project name:					
	Criteria				Supporting comments
1	Carbon Impact	Low Measurable Carbon reduction	Med Unmeasurable Carbon reduction	High Carbon increase/ Unmeasurable Carbon impact	<i>Indicate the CO2 emissions change</i>
2	Wider sustainability Impact¹	Low Improvement on all environmental criteria	Med Improvement on 50% of the environmental criteria	High Decline in all environmental criteria	
3	Financial Impact £	Project cost			
		Cost /tonne CO2			
		ROI %			
4	Impact in the community	High Could affect the whole population	Med Would affect some population groups	Low No impact to the wider community	<i>Please specify which population groups it is affecting.</i>

Scoring: £ / carbon reduction kg

¹ Sustainability impact is measured by the following criteria (TBC):

1. Fossil fuel reliance
2. Energy and water consumption
3. Waste management
4. Pollution

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Service Level Agreements, 2020-2021
Variation in Funding to Some Partner Organisations

Portfolio Holder: Cllr David Beaman, Portfolio Holder for Health, Wellbeing and Culture

Head of Service: Andrew Smith, Head of Strategic Housing and Communities

Key decision: Yes

Access: Part Exempt

The Annexe to this report 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 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)

1. Purpose and summary

The purpose of this report is to seek approval for the possible variation of Service Level Agreement (SLA) funding to some of the 12 funded voluntary sector partner organisations supported under this arrangement. This is for the second half of the final year of their 3-year funding arrangements, 1 October 2020 to 31 March 2021, as a result of the impact of COVID-19 on their operations.

2. Recommendation

It is recommended that the Executive notes the impact of COVID-19 on the funded organisations and approves the proposed changes in funding for the final half of this year, 1 October 2020 to 31 March 2021, as set out in the Exempt Annexe.

3. Reason for the recommendation

All 12 voluntary sector organisations funded through a 3-year SLA arrangement have been impacted by COVID-19 in varying ways since the middle of March. Whilst the council has continued to fund all 12 organisations in full, there is currently some disparity in their operations as a result of the pandemic and it is felt appropriate to review funding allocations for the remaining 6 months of the funding year in the interest of fairness and transparency.

4. Background

- 4.1 Twelve voluntary sector organisations are funded through a 3 year SLA arrangement from 1 April 2018 to 31 March 2021 to deliver high priority services in partnership with the council. The funding agreement sets out the council's service requirements to be delivered with the funding and the monitoring information that organisations must provide. It is important to note that the council does not fully fund these organisations and therefore cannot regulate how they should be run. The arrangement is not solely financial, it enables a partnership approach with officers providing regular information and support to these organisations.
- 4.2 The pandemic has hit these organisations hard as most support our older population over the age of 70, vulnerable people and rely on often older volunteers to enable them to operate. This has meant most, if not all, have clients who have been shielding. The pandemic has continued to impact on the organisations' abilities to draw in an income from client contributions/charges and to hold fundraising events both of which are a vital source of income in addition to their SLA funding and other grant funding. With social distancing measures and the vulnerability of clients that use these services, the future beyond lockdown remains uncertain. Whilst some clients are expressing a desire to access these services again, some continue to shield or feel nervous about going out. In addition, some volunteers that many of these organisations rely on to deliver their services, will continue to shield. The new normal will have a significant impact on these organisations for the foreseeable future.
- 4.3 This report summarises the impact the pandemic has had on each of the funded organisations and offers funding options for the remaining six month's of this year, 1 October 2020 to 31 March 2021.

The Impact of COVID-19 on SLA funded Organisations

- 4.4 Officers have remained in regular contact with all 12 funded organisations, some more than others depending on the services they have been providing and how much support they may have needed.
- 4.5 Some organisations have continued to operate throughout the pandemic in some way, some have adapted to deliver different services and some have either chosen to or had to close under legislation. The council has continued to fund all organisations for the first half of the final year of their SLA arrangement, 1 April 2020 to 30 September 2020.
- 4.6 Whatever the circumstances for each organisation, it continues to be an extremely difficult time for them all. The majority of these organisations deliver practical services to clients and it has been difficult to carry on doing this for some. Many are small charities with dedicated staff and volunteers who all care passionately for their clients. Many have found this an upsetting time and are worried about their clients, particularly those who are older and are feeling extremely socially isolated. Trustees are worried about the future of their organisations, particularly given that they rely on fundraising events which cannot take place and income from clients.

4.7 Annexe 1 sets out funding proposals for 1 October 2020 to 31 March 2021 and the key reasons for these proposals.

5. Relationship to the Corporate Strategy and Service Plan

Funded organisations were identified as providing high priority services in line with the council's corporate priorities and the service delivery requirements within the SLAs reflect these. Outcome 3 of the Housing Delivery and Communities Service Plan 2020-23 is 'the organisations funded through Service Level Agreements are delivering the agreed outcomes' and the impact of the pandemic has, and continues to affect those outcomes for some organisations.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

The financial implications are contained within the report and proposals are within current approved budgets. Adjustments to proposed grants are with the aim of achieving value for money for the council tax payer, and ensuring financial support of organisations actively supporting the community during the Covid-19 period.

6.2 Risk management

The position our partner organisations find themselves in could never have been predicted. However, the need for the council to review its funding arrangements cannot be avoided given that some organisations are continuing to deliver services and incur costs, whilst some remain closed or have significantly reduced their services. Indeed, some partners have expressed frustration that they are working hard to deliver reshaped services and adapt to the changing climate to meet the new normal and are often "giving things a go" when certain organisations are continuing to receive their full grant when not operating at all or not working to adapt to the changing climate. The risks associated with any changes to the amounts that the council funds towards each organisation need to be thoroughly considered.

6.3 Legal

There are no direct legal implications associated with this report. The Service Legal Agreements are reviewed during each 3-year cycle by the Legal Services team in order to ensure their fitness-for-purpose and robustness.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

Consideration of the Council's environmental and sustainability objectives will need to be made when making decisions on levels of funding.

7. Consultation and engagement

- 7.1 Following discussions with the organisations, the Head of Housing and Communities wrote to all 12 at the end of April advising them that the council needed to consider its position regarding grant payments from 1 October 2020 to 31 March 2021. This was necessary in light of the council's response to the pandemic and the resulting financial impact and that even during these difficult times, the Council has a duty to ensure that the services it funds are being delivered. Organisations have been sympathetic to this and understood that the funding for each organisation would need to be reviewed on an individual basis in light of closure periods and which services some organisations are continuing to deliver, complementing other Council priorities.
- 7.2 As part of the 2019/20 SLA annual review meetings held between May and June, officers discussed what services organisations were delivering during lockdown, the impact of the pandemic and what the future may hold for them. This information has helped inform the proposed revised funding arrangements for the final half of this year.
- 7.3 Officers have continued to work closely with statutory partners from Surrey Heartlands Integrated Care Partnership Guildford and Waverley Locality, North East Hants and Farnham Clinical Commissioning Group and Surrey County Council throughout the pandemic. These organisations have established their own COVID recovery programmes but are working together as part of this. Data on the impact of COVID is identifying that older people have been significantly affected, particularly over 75s, older carers, older people with respiratory and cardiovascular disease and those people living on their own. This information has also helped inform the proposals for SLA funding for the remainder of this year.

8. Other options considered

To continue funding organisations for the remaining six months of their 3 year SLA arrangement without a review does not address the impact COVID-19 has had on individual organisations. The SLAs are a formal arrangement whereby organisations are required to deliver certain services with public money. These services have changed dramatically in some cases since mid-March and will continue to do so for the remainder of the funding term.

9. Governance journey

Executive Briefing – Tuesday 18 August 2020

Community Wellbeing O&S – Meeting to be arranged with Chair and Vice- Chair as this report is not on the Forward Programme

Executive – Tuesday 8 September 2020

Annexes:

Exempt Annex 1 – Service Level Agreement Proposals for Second Tranche of Funding, 1 October 2020 to 31 March 2021

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Ockford Ridge, Godalming Site B
- Virement Request

Portfolio Holder: Cllr Anne-Marie Rosoman, Portfolio Holder for Housing and Community Safety

Head of Service: Andrew Smith, Head of Housing Delivery and Communities

Key decision: Yes

Access: Open

1. Purpose and summary

- 1.1 The Council is delivering a programme of new and refurbished affordable housing on its Ockford Ridge estate in Godalming. This scheme includes redevelopment of 6 sites and refurbishment of the remaining stock, to provide modernised and new build affordable homes for local people.
- 1.2 To date, one site (Site D) has been completed, with another (Site A) 3 months from completion delivering a total of 53 new homes. Two sites (Sites B and C) of 17 and 30 homes respectively are being progressed through the planning and procurement stages. Proposals for two further sites (Sites E and F) are currently being developed.
- 1.3. Site B has full planning consent and following a delay in the programme for delivery of Site A as a result of COVID-19, the existing tenants are currently being moved into new homes on Site A.
- 1.4 Invitations to Tender were issued for the appointment of a design and build contractor in accordance with the Public Contracts Regulations 2015 and following a compliant non-OJEU tender, its evaluation and recommendation by the council's Employers Agents preferred contractor has been identified.
- 1.5 Council approved the budget for Site B for 2020/21 and budget estimates for 2021/22 at its meeting on 18 February 2020.
- 1.6 The current budget for 2020/21 and estimated budget 2021/22 is £3,384,000. Following procurement of both the demolition contractor and build contractor a need to request a supplementary budget approval has been identified to allow sufficient funds to deliver the scheme.
- 1.7 Delivery of Site A is now significantly advanced and review of the cashflow

forecast and other costs to completion has identified a budget underspend a proportion of which is proposed to be vired to budget for Site B.

- 1.8 The purpose of this report is to seek Executive's approval to a capital budget virement, under the provisions within the Financial Regulations, to transfer a budget from Site A to Site B of the approved Ockford Ridge projects and reprofile the budget for Site B.

2. Recommendation

- 2.1 It is recommended that the Executive approves the virement of £559,468 from the approved capital budget for Ockford Ridge Site A to the project to deliver Site B.

3. Reason for the recommendation

- 3.1 To ensure full budget provision for the delivery of Site B prior to the appointment of the main build contractor.

4. Relationship to the Corporate Strategy and Service Plan

- 4.1 This project's relationship with the Corporate Strategy includes:
- A financially sound Waverley, with infrastructure and services fit for the future
 - Housing to buy and rent, for those at all income levels
- 4.2 This project's relationship with the Housing Delivery and Communities Service plan includes:
- Increased delivery of well-designed and well-built new homes
 - Delivery of 20 new Council homes a year
 - Delivery of Ockford Ridge Regeneration Scheme

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

Finance - there will be a financial implication in regard to additional costs for delivery of Site B Ockford Ridge; however, it is proposed that these costs can be met from budget savings identified from Site A.

Site B's cost profile has changed through outside influences and, while it means we will underspend in current year, the budget would need to be transferred to 21/22 which has not been approved yet. In order to proceed with Site B in 20/21 advance budget approval is required for 21/22.

Current Budget

The current approved Site B budget and budget estimates for 2021/2022 are set out below:

Financial year	Current Approved budget / estimate
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	(£)
2020/2021(B)	1,692,000
2021/2022 (E)	1,692,000
2022/2023 (E)	0
TOTAL	3,384,000

The proposed appointment of our preferred build contractor can be met from the current budget for the year 2020/2021 but due to delay to the programme as a result of COVID-19's impact on site A and the moves out of site B, the budget for this financial year will need to be reforecast.

Financial year	Revised expenditure forecast (E) and budget requirement (£) for site B
2020/2021(B)	1,309,630
2021/2022 (E)	2,546,415
2022/2023 (E)	87,423
TOTAL	3,943,468
	Additional budget amount needed £ 559,468

These budget and estimate changes reflect and accommodate an overall increase in the scheme's total cost, due mainly to increased construction costs resulting from an underestimate from our cost consultants during appraisal modelling in November 2019; increased demolition costs and additional prelims in the Tender Return. Contingency has been increased (from 5% to 10%) to reflect the increased risks around COVID-19.

The new provision for 2022/23 of £87,423 is made to account for retention payments due on completion and following the 12 month defects period.

In addition to the request to reforecast £382,379 of the current budget 2020/21 for Site B, an additional budget is now sought to secure full budget approval and delivery of this scheme.

Supplementary budget for Site B - proposed Virement from Site A

Delivery of Site A is now significantly advanced and review of the cashflow forecast and other costs to completion has identified a budget underspend and a proportion of which is proposed to be vired to provide the supplementary budget for Site B.

Site A Budget 2020/21

Financial year	Current Approved budget / forecast spend (£)
2020/2021(B)	£3,682,000
2020/2021 (Forecast)	£2,734,722
Budget underspend	£947,272

Total budget virement requested is £559,468 of which £472,045 (2021/22) and £87,423 (2022/23).

Scheme viability

The scheme's ProVal appraisal demonstrates that it has a positive Net Present

Value (NPV) for scheme which will provide 15 homes at a social rent and two shared ownership, at £35,940 with a repayment period of 26 years.

6.2 Risk management

The existing Ockford Ridge Regeneration Project risk register will be reviewed as part of the ongoing project management and governance of the project(s).

6.3 Legal

The Council's Legal Services team has already been fully involved with the process linked to the delivery of both the new build and refurbishment projects at Ockford Ridge. Internal and external specialist legal advice has been sought regarding procurement and contract documentation and this will continue as and when required.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

New Build contribution to the Council's environmental and sustainability objectives

Design / Construction

Work with architects and landscape consultants to develop climate positive design, developing carbon off-set opportunities in the materials used in hard landscaping and plants in soft landscaping.

Use of contractor shortlisting / tender process to support WBC ambition of being carbon neutral by 2030.

The most economically advantageous tender criteria were used to enable Waverley Borough Council to take account of the qualitative, technical and sustainability aspects of the tender as well as price when evaluating and reaching a contract award decision. This included an assessment of responses in relation to minimizing carbon impact on delivery of schemes (including Site B) with specific references to addressing their environmental impact, pre-construction activity, build and post construction phases and management of their supply chain.

Contractors are required to demonstrate areas of innovation the firm has developed and how it might introduce and develop with the council, having regard to our current Employers Requirements.

The Council have already delivered a scheme with timber frame construction and this is the proposed method of delivery of the Site B Ockford Ridge. Waverley Borough Council Housing Design Standards and Specification to be reviewed by Housing Overview and Scrutiny Committee (Task and Finish Group) in January 2020 to include opportunities and methods of delivery of carbon neutral / Passivhaus homes.

Regeneration of Ockford Ridge has and will deliver energy efficient and sustainable homes for existing and future tenants.

7. Consultation and engagement

- 7.1 Officers presented the budget monitoring report to the Housing Delivery Board on 22 July 2020 and are due to present a Housing Delivery Update to Housing Overview and Scrutiny Committee in September.

8. Other options considered

- 8.1 The Council has committed to delivery of the regeneration of Ockford Ridge. Other options have been considered including requesting additional budget as part of the budget setting process however this would not bring full budget certainty at the point of appointment of the main build contractor.

9. Governance journey

- 9.1 A project governance board Ockford Ridge Programme Board made up of key officers from Housing, Finance and Legal services, Strategic Directors and Head of Housing Delivery and Communities provide strategic oversight and direction. This governance board reports to the Housing Delivery Board.

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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Agreed and signed off by:
Legal Services: 17/08/2020
Strategic Director: 21/08/2020
Housing Finance Manager:
Portfolio Holder:

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Leisure Centre Investments update

Portfolio Holder: Cllr L Townsend, Portfolio Holder for Health & Wellbeing

Head of Service: Kelvin Mills, Head of Commercial Services

Key decision: Yes

Access: Public

1. Purpose and summary

- 1.1 On 17 July 2018, Council agreed a capital budget of £3.22m to fund improvements to the Farnham and Godalming leisure centres, subject to negotiation with Places for People (now Places Leisure) on future management fee payments. Council also agreed to enter into appropriate lease and/or contractual arrangements to enable an extension to the car park at Godalming Leisure Centre; and, committed to a multi-million pound investment in leisure facilities in Cranleigh and agreed that officers begin a detailed consultation, with the support of external consultants, to identify a potential location for the Cranleigh Leisure Centre.
- 1.2 Due to the impact of the Covid-19 pandemic on the operation of leisure centres, Places Leisure are no longer able to commit to the increased management fee negotiated pre-Covid-19. As a result, the expected return on the Council's investment is not achievable and the business case for investment in the Godalming and Farnham centres approved by Council falls away.
- 1.3 Whilst it is no longer possible to continue with the planned investment in Farnham and Godalming leisure centres, it is recommended that work continues to obtain Secretary of State approval for the disposal of an area of land at Broadwater School in Godalming to enable the extension of the Godalming Leisure Centre car park and for the development at Godalming Leisure Centre to recommence in the future; and, that the work to progress the multi-million pound leisure investment in Cranleigh continues within the framework of the Council's Recovery, Change and Transformation Programme.

2. Recommendation

It is recommended that the Executive:

1. Notes that the investment in improvements in the facilities at Godalming and Farnham Leisure Centres are not being progressed;
2. Agrees that Officers progress with obtaining the Secretary of State's approval, in partnership with Surrey County Council, for the disposal of an

- area of land at Broadwater School in Godalming to enable the development at Godalming Leisure Centre to recommence in the future; and,
3. Agrees that the multi-million pound leisure investment project in Cranleigh continues at present but will be part of the Recovery Change & Transformation review of all corporate projects.

3. Reason for the recommendations

Farnham and Godalming Leisure Centres

- 3.1 The impact of the Covid-19 pandemic and the mandatory closure of all leisure centres, and the ongoing impact on operating procedures and services fundamentally changes the business of leisure centres. Places Leisure have now confirmed that they can no longer commit to the increased management fee negotiated pre-Covid-19 based on the expanded facility offer as a result of the council's investment. As a result, the return on investment is not achievable and the business case for investment in the two centres approved by council falls away.
- 3.2 To ensure Godalming Leisure Centre is in a position for investment by 2023 it is important that the land identified as additional car parking to support an extension is secured by progressing the application to the Secretary of State to release a redundant area of school playing field for future use as a car park. There is support from both the School and Surrey County Council. Failure to do this would delay any future investment.

Cranleigh Leisure Centre

- 3.3 The age of the leisure centre and its ageing plant and structure means that major maintenance and repair costs now seem unavoidable. The centre is experiencing increasingly significant issues, which are forcing facility closures and have been heavily impacting services and the community since the beginning of 2020.
- 3.4 It is important therefore to review this project as part of the RCT programme as there may be significant merit in carrying on with the preparation work for investment in Cranleigh to reduce the risk of unnecessary maintenance and structural costs being incurred by the Council in the short and medium term to keep the facilities running.

4. Background

- 4.1 On 17 July 2018, Council agreed:

1. A capital budget of £3.22m and for officers to progress with more detailed specification and procurement of the Farnham and Godalming leisure centre schemes, subject to negotiations with Places for People on future management fee payments (PfP);

2. The Farnham and Godalming schemes to be funded from S106 and developer contributions and capital receipts, as per the report, the final funding arrangement being delegated to the Strategic Director (S151 Officer) in consultation with the Deputy Leader;

3. Officers be given the delegated authority to negotiate the management fee terms

for the remainder of the contract with PfP, on the basis that the extended facilities are delivered;

4. Authority be delegated to the Strategic Director in consultation with the Deputy Leader to enter into appropriate lease and/or contractual arrangements to enable the car park lease extension at Godalming Leisure Centre; and

5. The Council commits to a multi-million pound investment in leisure facilities in Cranleigh and agree that officers begin a detailed consultation, with the support of external consultants, to identify a potential location for the Cranleigh Leisure Centre and report back to Executive.

- 4.2 Of the £3.22m budget, £1.75m plus contingency was to progress with the more detailed specification and procurement of the Farnham Leisure Centre scheme. The proposal included an extension to incorporate a children's soft play and climbing facility, with the addition of a larger café area. It involved the relocation of the current offices. Subsequently, in March 2020, the Executive agreed a revised specification for the improvements after the provider of the climbing facility informed the council that they were no longer interested in the Farnham Leisure Centre having already provided climbing facilities at nearby leisure centres. This decision is the subject of an outstanding call-in by the Community Wellbeing Overview & Scrutiny Committee.
- 4.3 Of the £3.22m budget, £1.543m plus contingency was allocated to progress with the more detailed specification and procurement of the Godalming Leisure Centre scheme. The proposal included an extension of the current site to increase the size of the gym by 35 stations, introduce a second dance studio and double the size of members changing facilities.
- 4.4 Following the commitment by the Council in July 2018 to a multi-million pound investment in leisure facilities in Cranleigh, work was undertaken by the Council's consultants to engage with local landowners to identify the preferred location for a new Cranleigh Leisure Centre. The scheme is based on current provision, including a main pool, teaching pool, gym and studio. However the final design and facility mix will be determined at a later stage, to meet future demand and to maximise provision and revenue return

Impact of Covid-19

- 4.5 Covid-19 has materially impacted the leisure industry. All leisure centres were closed for several months. Full Council recently agreed a significant financial package for Places Leisure that has enabled the five Waverley leisure centres to reopen, with a contractual payment by the Council to Places Leisure.
- 4.6 Now they have reopened there are significant impacts upon how services can be delivered to ensure the requisite social distancing can be achieved, the enhanced cleaning regime introduced to ensure a safe environment for customers.
- 4.7 Places Leisure have now confirmed that they can no longer commit to the increased management fee negotiated pre-Covid-19, based on the expanded facility offer as a result of the council's investment. As a result, the return on the council's investment in expanded facilities at the Farnham and Godalming leisure centres is not achievable and the business case for investment in the two centres approved by council falls away.

- 4.8 It is proposed that any future leisure investment will coincide with the retendering of the Leisure Centre Management Contract which ends in June 2023. It is envisaged that the impact of the pandemic will be more clearly understood at this time and presents the best opportunity to achieve value for money for the Council.
- 4.9 To ensure Godalming Leisure Centre is in a position for investment by 2023 it is important that the land identified as additional car parking to support an extension is secured. Therefore, it is still necessary for the application to the Secretary of State to release a redundant area of school field for car parking to continue. There is support from the school and Surrey County Council. Failure to do this would delay any future investment.

Cranleigh Leisure Centre

- 4.9 The age of Cranleigh Leisure Centre and its ageing plant and structure means that major maintenance and repair costs now seem unavoidable. The centre is experiencing increasingly significant issues, which are forcing facility closures and have been heavily impacting services and the community since the beginning of 2020.
- 4.10 There were a number of unforeseen closures between January and March 2020 due to the failure of plant and roofing - prior to the requirement from government to close the facilities from 23 March to August 2020. The risk of further structural issues and potential pool plant failure is high, due to the age of the building. If there is significant failure of plant a partial facility closure may be necessary.
- 4.11 The longer further investment in the centre is delayed, the greater the risk becomes of spending more to keep the facility operating ultimately increasing the expenditure required simply to maintain the centre in Cranleigh. Independent building surveys have concluded that to sustain the current building and facilities as they are (with no improvements) will cost the Council c£6m over the next 5 years.
- 4.12 It is important therefore to review this project as part of the RCT programme as there may be significant merit in carrying on with the preparation work for investment in Cranleigh to reduce the risk of unnecessary maintenance and structural costs being incurred by the Council in the short and medium term to keep the facilities running.

5. Relationship to the Corporate Strategy and Service Plan(s)

- 5.1 The leisure investments directly link with Waverley's Corporate Strategy and the vision to promote and sustain: a financially sound Waverley, with infrastructure and services fit for the future; high quality public services accessible for all, including sports, leisure, arts, culture and open spaces; and a thriving local economy, supporting local businesses and employment.
- 5.2 The provision of quality leisure facilities in Farnham, Godalming and Cranleigh will directly facilitate the Council pledge to: encourage affordable access to sports and leisure facilities and the arts for all; improve leisure services across the borough, focusing on health inequalities in the borough and seeking to ensure that no area is disadvantaged; and improve facilities for young people.
- 5.3 Future investment in leisure facilities is based on a robust feasibility assessment that

offers value for money to the Council.

6. Implications of decision(s)

6.1 Resource (Finance, procurement, staffing, IT)

In July 2018 Council gave approval of funds for the Farnham Leisure Centre and Godalming Leisure Centre projects. The financing of this is, as previously approved, using both S106 and developer contributions and capital receipts.

Should the Farnham and Godalming projects not be taken forward the funds will be released. S106 and developer contributions will remain in reserves until they are spent in line with S106 agreements. Dependant on the requirements of each agreement and timescales involved, this may mean repaying some funds to developers. Capital receipts will be released and remain in reserves to enable other project financing.

A report requesting approval for funding for Cranleigh Leisure Centre will come forward in future months.

6.2 Risk management

A comprehensive Risk Log is in place, which is monitored by the Leisure Investment Project Working Group and Leisure Investment Programme Board.

6.3 Legal

The Legal Services team is supporting this programme of projects as part of the officers' leisure investment working group and the Leisure Investment Programme Board. Should the Executive agree the recommendations, legal advice will be provided in respect of the renegotiation of any arrangements with Places Leisure under the current management contract.

6.4 Equality, diversity and inclusion

Not applicable to the recommendations in this report.

6.5 Climate emergency declaration

The leisure centre developments are the opportunity to implement new energy efficiency options highlighted in the independent report to reduce the leisure centres carbon footprint.

7. Consultation and engagement

7.1 The leisure investments were approved by Council in July 2018.

8. Other options considered

8.1 Not applicable.

9. Governance journey

9.1 Not applicable.

There are no background papers, as defined by Section 100D (5) of the Local Government Act 1972).

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Adopting a consistent approach on events during the Covid-19 pandemic

Portfolio Holders: Cllr Nick Palmer, Portfolio Holder for Operational and Enforcement Services
Cllr Liz Townsend, Portfolio Holder for Economic Development, Leisure and Dunsfold Park
Cllr Anne-Marie Rosoman, Portfolio Holder for Housing and Community Safety

Head of Service: Richard Homewood, Head of Environmental and Regulatory Services

Key decision: No

Access: Public

1. Purpose and summary

1.1 To seek approval of the proposed approach for dealing with events in Waverley during the Covid-19 pandemic in order to minimise the risks of spread of infection and outbreaks in the borough.

2. Recommendation

2.1 It is recommended that the following approach be adopted with respect to events in Waverley during the Covid-19 pandemic.

- a. That gatherings of up to 30 people be permitted in accordance with the current Government guidelines.
- b. That gatherings of more than 30 people are only permitted if they;
 - i. are in line with the requirements of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, which include a risk assessment demonstrating that the organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus and following sector specific guidance;
 - ii have satisfactory arrangements for complying with track and trace requirements; and,
 - iii have satisfactorily complied with and signed off the Surrey checklist (see attached checklist version 4 developed by SCC Public Health), which is under regular review.
- c. That where an event proposal is not considered to meet the requirements of The Health Protection (Coronavirus, Restrictions)

(England) (No. 2) Regulations 2020, it will be referred to Surrey County Council's Director of Public Health to consider whether the event would pose serious and imminent threat to health relating to coronavirus transmission.

- d. That in view of the likely difficulties in implementing infection mitigation and prevention measures at certain types of event that these would not generally be supported whilst the current restrictions are in place and the Covid-19 pandemic exists. Such events include bonfires, firework displays and beer festivals.
- e. That because of the rapidly changing backdrop to the pandemic and frequent changes to the legislation and guidance relating to it, the Head of Environmental and Regulatory Services be given delegated authority to amend the approach to events after consultation with the Leader, Deputy Leader and relevant Portfolio Holders.

3. Reason for the recommendation

- 3.1 Against a national backdrop of concerns about a second spike in Covid-19 infections and media reports showing that social distancing and other Covid-19 precautionary measures are not always being observed, local authorities are reporting increasing numbers of approaches from businesses and organisations wishing to hold public 'events' or 'activities' in support of the local economic recovery or community well being. The type of event ranges from street markets to bonfire celebrations, beer festivals etc.
- 3.2 There is increasing concern amongst councils and partner agencies in the Surrey Local Resilience Forum (LRF) that if these 'events' go ahead then there is a significant risk that measures put in place to ensure social distancing and other precautionary measures by the organisers may not be followed (given the evidence from activities that have already occurred elsewhere). As a consequence and in order to try to adopt a common approach across Surrey the Safety Advisory Group (SAG) Chairs have been meeting to develop a proposed policy which has been reported through the LRF Strategic Coordinating Group (SCG), which is attended by a senior officer from all of Surrey's councils.
- 3.3 It is recognised that there is a delicate balance between the desire to promote economic recovery and a 'return to normality' and the need to try to avoid a second spike or local outbreaks. Local authorities will doubtless be criticised whichever route they take. Is being criticised for not allowing activities preferable to being criticised or worse for allowing a second spike or local lockdown?
- 3.4 Whilst the SAG Chair's recommendation was for authorities to adopt a policy of not allowing any events on land under their control (with an acceptance that their may be exceptional circumstances where this was not appropriate and option 2 would apply), such a blanket ban was not considered appropriate or proportionate to the risks, given the relatively low levels of new cases in Waverley and the fact that some smaller events had taken place and had been well managed in terms of social distancing, sanitising and other infection control measures.
- 3.5 Option 2 was to allow events in accordance with the current Government laws and guidance put in place to control the risk of the transmission of Covid-19.

- 3.6 The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020 currently restrict gatherings being organised by certain organisations to no more than 30 people unless the gathering is in line with the conditions of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, which require a risk assessment, and organiser to have taken all reasonable measures to limit the risk of transmission of the coronavirus taking into account the risk assessment carried out and following sector specific guidance. Further sector advice is available at www.gov.uk/coronavirus and on the Events Industry Forum website at <https://www.eventsindustryforum.co.uk/>
- 3.7 In order to assist event organisers and ensure they cover all aspects within their risk assessments and event management plans, the Surrey Local Resilience Forum has produced a checklist (see checklist version 4 developed by SCC Public Health at Annex A), which is under regular review. The intention would be to provide this to event organisers so that they can check their plans against this and sign it off as part of their application / proposal for an event. Compliance with the track and trace requirements is particularly important as the final line of defence in containing outbreaks.
- 3.8 Where the risk assessment and management plans for a proposed event are considered not to meet the necessary requirements of the Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, the proposal would be referred to the Surrey County Council Director of Public Health who has powers under The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 to issue a direction to prohibit an event going ahead if she considers it poses a significant risk of spread of infection. (Such a direction was recently issued in a London Borough adjoining Surrey for an event aiming to attract 8,000 – 10,000 people).
- 3.9 Whilst there have been some events in Waverley which have been well managed and strict measures put in place to minimise the risk of infection, there are some potential events where the sheer scale of the event in terms of numbers, the timing of the event or the involvement of alcohol for example, where circumstances would make it unlikely that safe social distancing could be practised despite the best efforts of organisers and attendees. At such events there is a significant risk of transmission, as attendees are likely to be in close contact at some point, whether they are arriving, gathering or dispersing, dancing to loud music or drinking alcohol. Events such as bonfires and firework displays in the dark, or a beer festival lasting several days would be examples of this and may be events that the council would simply rule out during the Covid-19 pandemic due to unacceptable risk.
- 3.10 A draft flow chart illustrating the process for assessing event risk assessments against the checklist is attached as Annexe B.
- 3.11 It is therefore proposed that the following approach be adopted:
- a. That gatherings of up to 30 people be permitted in accordance with the current Government guidelines.
 - b. That gatherings of more than 30 people are only permitted if they;
 - i. are in line with the requirements of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, which include a risk

- assessment demonstrating that the organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus and following sector specific guidance;
- ii have satisfactory arrangements for complying with track and trace requirements; and,
 - iii have satisfactorily complied with and signed off the Surrey checklist (see attached checklist version 4 developed by SCC Public Health), which is under regular review.
- c. That where an event proposal is not considered to meet the requirements of The Health Protection (Coronavirus, Restrictions) (England) (No. 2) Regulations 2020, it will be referred to Surrey County Council's Director of Public Health to consider whether the event would pose serious and imminent threat to health relating to coronavirus transmission.
- d. That in view of the likely difficulties in implementing infection mitigation and prevention measures at certain types of event that these would not be supported whilst the current restrictions are in place and the Covid-19 pandemic exists. Such events include bonfire and firework displays and beer festivals.
- e. Because of the rapidly changing backdrop to the pandemic and frequent changes to the legislation and guidance relating to it, it is also recommended that the Head of Environmental and Regulatory Services be given delegated authority to amend the approach to events after consultation with the Leader, Deputy Leader and relevant Portfolio Holders.

4. Relationship to the Corporate Strategy and Service Plan

- 4.1 This proposal responds to the Covid-19 pandemic by putting in place an approach to minimise the risk of spread of infection and protect and support Waverley's communities.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

Budget spending plan

- 5.1. There are no direct financial implications but additional staff resources may be required to support this approach to events in Waverley.

5.3 Legal

Legal advice and support may be required throughout the various stages of implementing this approach.

5.4 Equality, diversity and inclusion

In reaching this recommendation the Council has had due regard to its Public Sector Equality Duty and is satisfied that the proposal is a proportionate means of achieving this purpose of minimising the risk of spread of infection.

5.5 Climate emergency declaration

Event organisers will be encouraged to mitigate any impact on the environment by minimising carbon emissions from any catering activities and to use re-useable items wherever possible to reduce waste generation.

6. Consultation and engagement

- 6.1 Officers have been working with colleagues from boroughs and districts across Surrey and with Surrey County Council to try to adopt a consistent approach across the county.
- 6.2 Engagement with Town and Parish Councils has also commenced inviting them to adopt this approach or feed back their views and how this approach aligns with their own plans for managing events on their land.

7. Governance journey

- 7.1 The proposals have been discussed with Portfolio Holders and Executive Members. The proposals have also been shared with Town and Parish Clerks in relation to the application of this approach to land under their control. The proposals have also been shared with the SAG Chairs Group. The Executive are asked to approve this approach to events during the Covid-19 pandemic.

Annexes:

Annexe A – Event Checklist version 4

Annexe B – Event assessment flow chart

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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Surrey SAG Chairs / Licensing Teams - COVID-19 Check list - v4 11.8.20

This checklist is provided as a guide to SAG Chairs / Licensing Teams regarding the safety requirements that should be in place for mass gatherings of over 30 people during the current COVID-19 outbreak. This list is not exhaustive and other requirements may be needed as identified through the Risk Assessment for the event.

Evidence Required

	COMMENTS
REGULATIONS	
The event (gathering) organiser is complying with the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 and must demonstrate that:	
<ul style="list-style-type: none"> The event (gathering) is being organised by a business, a charitable benevolent or philanthropic institution, a public body, or a political body 	
<ul style="list-style-type: none"> there is a risk assessment, including COVID-19, in line with regulation 3 of the Management of Health and Safety at Work Regulations 1999(1), whether or not they are subject to those Regulations 	
<ul style="list-style-type: none"> all reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, will be taken 	
FINANCIAL RISK	
The event organiser is aware that the event may need to be cancelled if the COVID-19 situations changes due to local outbreaks, local sustained community transmission, second COVID-19 wave, and that they will be responsible for all financial losses	
RISK ASSESSMENT	
The risk assessment identifies what activity or situations may cause transmission of COVID-19	
The risk assessment identifies the different groups and individuals that could be at risk of transmission of COVID-19 including: <ul style="list-style-type: none"> Staff Volunteers Suppliers/delivery drivers Performers Attendees – local, national, international Independent vendors 	
The risk assessment includes how likely it is that someone could be exposed to COVID-19 and considers age, ethnicity, health status, and other factors that may give rise to increased risk of severe illness from COVID-19 for attendees, staff, volunteers, suppliers, performers, and that: <ul style="list-style-type: none"> Where possible, they have acted to remove any activity or situation that is at risk of transmitting COVID-19 Where not possible, they have controls in place to mitigate the risk of transmitting COVID-19 	
The risk assessment includes travel to and from the venue including impacts on local transport hubs and public transport	
The risk assessment includes the cumulative impact of other gatherings in the area at the same time or pre/post event (e.g. increase numbers in local food/drink outlets) where additional mitigation measures may be needed to reduce the risk of	

Surrey SAG Chairs / Licensing Teams - COVID-19 Check list - v4 11.8.20

This checklist is provided as a guide to SAG Chairs / Licensing Teams regarding the safety requirements that should be in place for mass gatherings of over 30 people during the current COVID-19 outbreak. This list is not exhaustive and other requirements may be needed as identified through the Risk Assessment for the event.

transmission of COVID-19

EVENT PLANS

The plan includes:

- site map
- duration of event
- maximum capacity based on COVID secure measures including social distancing
- numbers of staff/volunteers to ensure COVID secure measures are maintained at all times

The plan demonstrates how **SOcial DISTANCING** will be maintained **AT ALL TIMES** between:

- attendees who are from different households or support bubbles e.g. maximum capacity, zoning, circulation space, pinch points/congestion areas, entrances/exits, queues, toilets and wash stations, movement flows between areas, seating arrangements, popular activities./exhibits etc
- attendees and staff and performers e.g. staff areas, performance areas, movement flow through attendee areas, ticket and security bag check areas,

The plan shows how the contact details for ALL those present at the event will be recorded and stored for 21 days, to assist NHS Test and Trace with requests for the data if needed, and must:

- include first name, surname, address including postcode, contact phone number or contact email, date (for multiday events) at venue - for ALL attendees
- include first name, surname, address including postcode, contact phone number or contact email, role, date (for multiday events) at event - for ALL staff, volunteers, suppliers/delivery persons, performers, independent vendors
- demonstrate compliance with GDPR
- consider when and how this data will be collected e.g. in advance (mandatory online, linked to ticket purchase), on site for those not completing in advance (entry denied until contact details provided)
- consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, work stations, entrance gate numbers)

The plan demonstrates how **communication with attendees** will be made for:

- short notice cancellation in a way they would prevent large numbers of people 'crowding' near the venue site
- ensuring ALL attendees provide contact details to organiser to assist NHS Test and Trace e.g. under terms of booking
- providing POSTCODE OF VENUE to enable attendees to provide this to NHS Test and Trace should they become symptomatic, to aid outbreak identification.
- reminding attendees to wear face coverings when using public transport or in enclosed areas as per [government guidance on face coverings](#)
- adherence to a code of behaviour i.e. not attending if they have symptoms and /or are self-isolating, maintaining social distancing at the venue, hand hygiene and minimising spread of respiratory droplets e.g. under terms of booking
- re-enforcing message that entry will be refused if displaying symptoms

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<ul style="list-style-type: none"> • providing information to attendees about risk factors that may make them more susceptible to serious illness from COVID-19, so they can make an informed choice about their personal risk relating to their attendance • advising about the hand hygiene facilities on site • minimising hand to hand transactions on site • bringing as few items as possible to the event 	
<p>The plan shows the COVID-19 safe ingress and egress from the venue and local area, and considers:</p> <ul style="list-style-type: none"> • Travel routes e.g. one way routes between transport hubs and venue (the 'last mile' concept), avoiding peak public transport times, • Staggered entry / exit times • Additional entrances / exits points to reduce congestion • One-way entry / exit routes • Markings and signage for social distancing • Queue management including surrounding areas • Sanitisers at entry / exit points • Refusing entry to ALL those displaying symptoms – attendees, staff, volunteers, suppliers, delivery drivers, performers, independent vendors 	
<p>The plan limits the amount of hand to hand transactions during:</p> <ul style="list-style-type: none"> • booking process e.g. in advance, online and phone • on entry e.g. ticket less • payment for goods/services on site e.g. pre-payment/card only/contactless • activities e.g. rides, shared equipment 	
<p>The plan shows the COVID-19 safe movement of ALL persons around the venue to maintain social distancing including:</p> <ul style="list-style-type: none"> • one-way routes to and from on-site facilities e.g. toilets, wash stations, food and drink outlets, performance areas, • markings and signage for social distancing • use of barriers/screens/face coverings to protect staff/volunteers where social distancing can not be maintained 	
<p>The plan caters for sufficient number of handwashing facilities and sanitiser points, at multiple locations (e.g. entrances/exits, food/drink areas, toilet areas, etc) including signage on good hand washing, to enable people to:</p> <ul style="list-style-type: none"> • wash hands for at least 20 seconds • dry hands thoroughly • dispose of used drying materials safely 	
<p>The plan shows how cleaning will be maintained prior, during (including multiday) and after the event; including cleaning regimes and waste disposal management for:</p> <ul style="list-style-type: none"> • high contact surfaces and equipment • work areas • barriers / screens 	

Surrey SAG Chairs / Licensing Teams - COVID-19 Check list - v4 11.8.20

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- toilets and washing facilities, ensuring adequate supplies of soap and hand drying materials, and frequent removal of waste materials

The plan shows how staff/volunteers/independent vendors on site will be trained and briefed on COVID-19 secure measures and protected from the risk of COVID-19 transmission while:

- providing goods / services e.g. working in fixed teams, use of barriers/screens, sufficient space to maintain social distancing within work area, hand washing facilities, training on correct use of face coverings
- providing emergency medical assistance e.g. appropriate PPE
- managing security, including dealing with constant breaches in social distancing
- on rest breaks

The plan shows how performers will be protected from the risk of COVID-19 transmission and considers:

- avoiding sharing professional equipment and personal items e.g. labelling with name of designated user, personal headsets/radios/earpieces
- designated storage for large items
- regular cleaning and disinfection of equipment
- singing by performers only e.g. avoid face to face singing and position back to back or side to side, extend social distancing to 3 metres or more between singers and others, limit numbers in singing groups, utilise technology

The plan demonstrates that the event can be delivered safely without the involvement of the emergency services and considers:

- crowd management
- emergency medical assistance, including the measures to take for someone with COVID19 symptoms

Further advice may be found at,

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

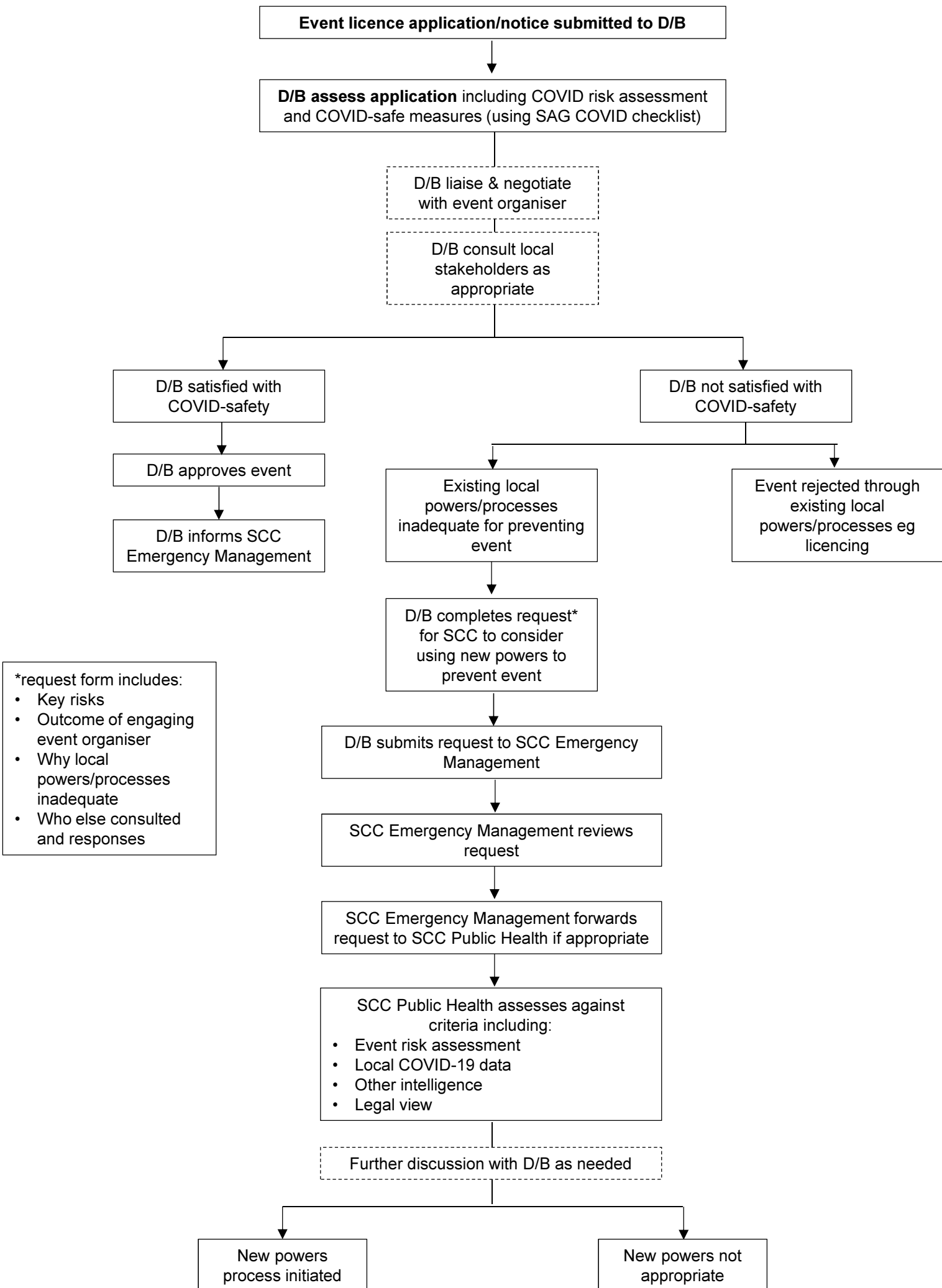
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

<https://www.britishhorseracing.com/regulation/covid-19-coronavirus-industry-guidance-and-updates/>

<https://www.britishcycling.org.uk/about/article/20200512-about-bc-news-British-Cycling-Updated-Coronavirus-Guidance-0>

<https://www.britishtriathlon.org/britain/documents/covid-19/guidance-documents/final-covid19-clubs-guidance-04.06.20.pdf>



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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

8 SEPTEMBER 2020

Title:

Property Matter: Elstead Village Green, Elstead, Godalming, Surrey
Grant of new 125 year lease to Elstead Parish Council

Portfolio Holder: Cllr Mark Merryweather, Portfolio Holder for Finance, Assets and Commercial Services

Head of Service: Peter Vickers, Head of Finance and Property

Key decision: No

Access: Part Exempt

Note pursuant to Section 100B(5) of the Local Government Act 1972

Annexe 1 to this report 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 Part I of Schedule 12A to the Local Government Act 1972, namely:

Paragraph 3

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

1. Purpose and summary

1.1 This report seeks approval for an asset transfer of Elstead Village Green on a 125 year lease at a peppercorn rent from the Council to Elstead Parish Council.

1.2 This will enable the Parish Council to have full control over the local village green and removes Waverley Borough Council from the responsibility and cost for grounds maintenance of that key site.

2. Recommendation

It is recommended that:

1. The leasehold transfer to Elstead Parish Council of Elstead Village Green is approved; and
2. Delegated authority is given to officers to finalise the heads of terms and complete the necessary legal document(s) with the Parish Council with detailed terms and conditions to be agreed by the Strategic Director, in consultation with the relevant Portfolio Holder(s).

3. Reason for the recommendation

- 3.1** This new lease will enable the Parish Council to have full control over the local village green and removes Waverley Borough Council from the responsibility and cost for grounds maintenance of that key site.

4. Background

- 4.1** On 8 October 2019, the Executive gave approval to the transfer of assets to a number of Towns and Parish Councils of green spaces. Further to that Executive, Elstead Parish Council has indicated that it would like to take a lease of the Village Green on terms based on those agreed with other Parish Councils.
- 4.2** Whilst all the formal approvals are yet to be provided, general agreements in principle have been given by the Clerks, to enable the sharing of draft lease documents. Elstead Parish Council has been involved in this process and is awaiting a draft lease.

5. Relationship to the Corporate Strategy and Service Plan

- 5.1** The proposed asset transfer supports the Council's ambition to see devolution of responsibility for delivering services devolved to Parishes where appropriate as was previously agreed with those Parish Councils set out in the item of 8 October 2019.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

The Council will relinquish the grounds maintenance responsibilities for the sites transferred. All maintenance costs will be transferred to the Parish Council.

The Parish Council has been maintaining the sites for many years under its own Council Tax precept. This arrangement will become formalised under the terms of the proposed lease.

6.2 Risk management

The risks of transferring the asset have been assessed. Currently the cost of maintaining the property is met by the Parish Council. However failing to grant a lease to Elstead Parish Council means that there is a risk that the maintenance costs will revert to the Borough Council as Freeholder.

The risk of not being able to reposses the land should this prove to be necessary in the future has been reduced by the inclusion of a break clause in the proposed Heads of Terms submitted to the Parish Council.

6.3 Legal

The Council has power under the Local Government Act 1972 (section 123) to dispose of land in any manner it wishes, including sale of a freehold interest or granting a long lease. The only constraint is that a disposal must be for the best consideration reasonably obtainable, unless the Secretary of State consents to the disposal. Under Circular 06/03: *Local Government Act 1972 general disposal consent (England) 2003*, the Council may dispose of land for less than the best consideration in circumstances in which the authority considers will help it "to

secure the promotion or improvement of the economic, social or environmental wellbeing of its area.” This applies in the case of the freehold and leasehold transfers of land to the Parish and Town Councils.

In relation to the freehold transfer, the Council should ensure that it complies with normal and prudent commercial practices, including an independent valuation.

Lease heads of terms have not been fully agreed by the Council and the Elstead Parish Council, however the Parish Council has not received a draft lease.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

There are no climate change implications as a result of the transfer of assets to Town and Parish Councils.

7. Consultation and engagement

- 7.1 Estates have been in consultation with the Greenspaces Manager to confirm that they are happy with the proposed long lease transfer to the Parish Council. They support the proposed lease.

8. Other options considered

- 8.1 Other options have been considered, including to leave things as they are, however the proposed lease gives the best opportunity to meet the objectives of the Council’s Corporate Strategy.

9. Governance journey

- 9.1 Under the Scheme of Delegation the length of this lease requires approval at Executive.

Annexes:

Annexe 1 – Exempt Annexe – proposed Heads of Terms

Annexe 2 – plan of Village Green

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

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Agreed and signed off by:

Legal Services: 23/07/2020

Head of Finance: 23/07/2020

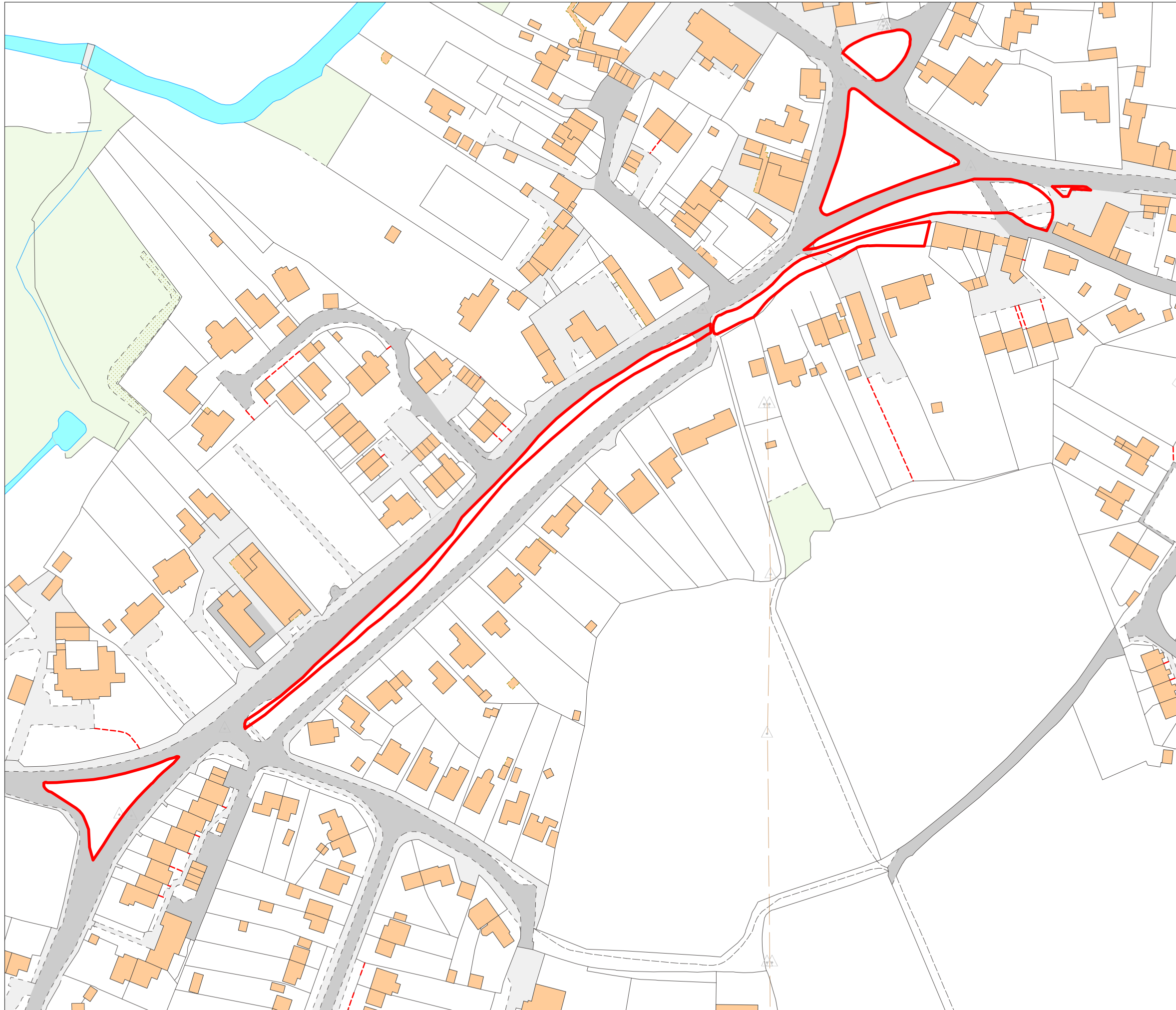
Strategic Director: 24/07/2020

Portfolio Holder: date 06/08/2020

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

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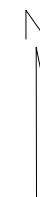
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Elstead Village Green

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