

To: All Members of the Council

Fiona Cameron, Democratic Services Manager  
& Deputy Monitoring Officer

**Policy and Governance**

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Date: 7 December 2020

Dear Councillor

**COUNCIL MEETING - TUESDAY, 15 DECEMBER 2020**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held by ZOOM MEETING - VIRTUAL MEETING on **TUESDAY, 15 DECEMBER 2020** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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[www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)

## AGENDA

1. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

2. MINUTES (Pages 5 - 16)

To confirm the Minutes of the Council meeting held on 20 October 2020 (herewith).

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

5. LEADER'S ANNOUNCEMENTS

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To respond to questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 8 December 2020.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

To respond to any questions received from Members of the Council in accordance with Procedure Rule 11.2.

The deadline for receipt of questions is 5pm on Tuesday 8 December 2020.

8. MOTIONS

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

The deadline for receipt of motions was 5pm on Thursday 3 December 2020. No Motions have been received.

9. MINUTES OF THE EXECUTIVE (Pages 17 - 36)

To receive the Minutes of the Executive meetings held on 3 November, 20 November, and 1 December 2020, and to consider the recommendations set out within.

*There are three Part I matters for Council consideration, set out in the following agenda items.*

- 9.1 EXE59/20 Update to General Fund Medium Term Financial Plan 2021/22-2024/25
- 9.2 EXE60/20 Revised Corporate Strategy 2020-2025
- 9.4 EXE61/20 Property Matter (Exempt)

*There shall be no debate on any item contained in Part II of the Minutes but Members may give notice in writing, by email, or by phone, by noon on the day of the meeting of a statement or question, and give details of any question (PR14.14).*

- 9.1 EXE59/20 Update to General Fund Medium Term Financial Plan 2021/22-2024/25 (Pages 37 - 54)

**The Executive RECOMMEND that Council:**

- 1. Approve the updated forecast and assumptions in the latest Medium Term Financial Plan and request that a full review of the Plan is brought to Council in February 2021 alongside the draft 2021/21 Budget report; and**
- 2. Agree that capital receipts are applied to fund business transformation and efficiency projects as allowed under the statutory provisions.**

- 9.2 EXE60/20 Revised Corporate Strategy 2020-2025 (Pages 55 - 66)

**The Executive RECOMMEND the Corporate Strategy, set out at Annexe 1, to Council for adoption.**

- 9.3 EXCLUSION OF PRESS AND PUBLIC

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

That, pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of any matter on this agenda on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified Paragraph 5 of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting):

*Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.*

- 9.4 EXE61/20 Property Matter (Exempt) (Pages 67 - 78)

**The Executive RECOMMEND that Council approve the recommendation as set out in the Exempt report.**

10. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 79 - 82)

To receive the Minutes of the Licensing & Regulatory Committee meeting held on 9 November 2020.

*There are no Part I Matters for Council decision.*

*There shall be no debate on any item contained in Part II of the Minutes but Members may give notice in writing, by email, or by phone, by noon on the day of the meeting of a statement or question, and give details of any question (PR14.14).*

11. MINUTES OF THE AUDIT COMMITTEE (Pages 83 - 90)

To receive the Minutes of the Audit Committee meetings held on 9 November 2020 and 30 November 2020.

*There are no Part I Matters for Council decision.*

*There shall be no debate on any item contained in Part II of the Minutes but Members may give notice in writing, by email, or by phone, by noon on the day of the meeting of a statement or question, and give details of any question (PR14.14).*

12. REVIEW OF POLITICAL PROPORTIONALITY OF THE COUNCIL AND ALLOCATION OF COMMITTEE SEATS (Pages 91 - 96)

**It is recommended that Council agrees the proportional allocation of seats on the Principal Committees and SCC Local Committee in accordance with the political proportionality of the Council as detailed in Annexe 1.**

## Agenda Item 2.

1

MINUTES of the WAVERLEY  
BOROUGH COUNCIL held in  
the ZOOM MEETING - Virtual  
Meeting on 20 October 2020 at  
7.00 pm

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- \* Cllr Penny Marriott (Mayor)
- \* Cllr John Robini (Deputy Mayor)

- |                           |                           |
|---------------------------|---------------------------|
| * Cllr Brian Adams        | Cllr Daniel Hunt          |
| * Cllr Christine Baker    | * Cllr Jerry Hyman        |
| * Cllr David Beaman       | * Cllr Peter Isherwood    |
| * Cllr Roger Blishen      | * Cllr Jacquie Keen       |
| * Cllr Peter Clark        | * Cllr Robert Knowles     |
| * Cllr Carole Cockburn    | * Cllr Anna James         |
| * Cllr Richard Cole       | * Cllr Andy MacLeod       |
| * Cllr Steve Cosser       | * Cllr Peter Marriott     |
| * Cllr Martin D'Arcy      | * Cllr Michaela Martin    |
| * Cllr Jerome Davidson    | * Cllr Peter Martin       |
| * Cllr Kevin Deanus       | * Cllr Mark Merryweather  |
| * Cllr Simon Dear         | * Cllr Kika Mirylees      |
| * Cllr Sally Dickson      | Cllr Stephen Mulliner     |
| * Cllr Brian Edmonds      | * Cllr John Neale         |
| * Cllr Patricia Ellis     | * Cllr Peter Nicholson    |
| * Cllr David Else         | * Cllr Nick Palmer        |
| * Cllr Jenny Else         | * Cllr Julia Potts        |
| * Cllr Jan Floyd-Douglass | * Cllr Ruth Reed          |
| * Cllr Paul Follows       | * Cllr Paul Rivers        |
| * Cllr Mary Forszyszewski | * Cllr Penny Rivers       |
| * Cllr Maxine Gale        | * Cllr Anne-Marie Rosoman |
| * Cllr Michael Goodridge  | * Cllr Trevor Sadler      |
| * Cllr John Gray          | * Cllr Richard Seaborne   |
| * Cllr Michaela Gray      | * Cllr Liz Townsend       |
| * Cllr Joan Heagin        | * Cllr John Ward          |
| Cllr Val Henry            | * Cllr Steve Williams     |
| * Cllr George Hesse       | * Cllr George Wilson      |
| * Cllr Chris Howard       |                           |

\*Present

### **Apologies**

Cllr Val Henry, Cllr Daniel Hunt and Cllr Stephen Mulliner

Prior to the commencement of the meeting, prayers were led by Alastair Emblem, Co-ordinator of Prayer, Formation and Evangelisation at St Joan's Church in Farnham.

CNL46/20 WELCOME AND INTRODUCTIONS

- 46.1 The Mayor, Cllr Penny Marriott, welcomed Members and members of the public to the Council meeting, and introduced the Officers present: the Chief Executive, Tom Horwood; Strategic Directors, Graeme Clark and Annie Righton; Head of Policy & Governance, Robin Taylor; and Borough Solicitor, Daniel Bainbridge.
- 46.2 The Mayor reminded Members of the protocols for Zoom meetings, and confirmed that she was waiving Council Procedure Rule 21.1, the requirement for Members to stand to speak.

CNL47/20 MINUTES (Agenda item 1.)

The Minutes of the Meetings of the Council held on 22 July and 11 August 2020 were confirmed. The Mayor would sign these at a later date.

CNL48/20 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Val Henry, Dan Hunt, and Stephen Mulliner.

CNL49/20 DECLARATIONS OF INTEREST (Agenda item 3.)

There were no interests declared under this heading.

CNL50/20 MAYOR'S ANNOUNCEMENTS (Agenda item 4.)

- 50.1 The Mayor gave a brief report on her engagements since the previous Council meeting. Whilst she had not attended any events in person, The Mayor had attended a number of events via Zoom including a lecture on Muhammed, hosted by the Ahmadiyya. Muslim Association.
- 50.2 The Mayor reported that she had been contacted by a young resident who had asked what steps the council was taking to address inequality and injustice in the borough, in response to the council's statement on Black Lives Matter, issued in May 2020. The council had many anti-discrimination measures in place, and the Corporate Equality Working Group had recently been refreshed in the light of the changing times. The focus of the Working Group was to foster an inclusive culture at Waverley and to support management and staff to meet their responsibilities related to equality, diversity and inclusion in delivering services. The Mayor had joined a sub-group that was looking at breaking down issues about racism in Waverley, and looked forward to learning more about what the council was doing.
- 50.3 The Mayor went on to introduce an new scheme, *Reconnections*, being launched in Guildford and Waverley by Age UK Surrey following a successful pilot in Herefordshire and Worcestershire. Age UK would be working in partnership with local organisations to reduce loneliness especially in those above 65 years, by bringing together skills and experience in the community to provide a mutually supportive and person-centred service for older people, helping until individuals gained enough confidence to stand alone. The new

scheme would be launched towards the end of October, or early November, with an outside event, which the Mayor was looking forward to attending.

CNL51/20 LEADER'S ANNOUNCEMENTS (Agenda item 5.)

- 51.1 The Leader reminded Members that Cllr David Beaman had recently stood down from the Executive, and he reiterated his thanks to Cllr David Beaman for his hard work as an member of the Executive since the elections in May 2019. Cllr Beaman had been replaced on the Executive by Cllr Michaela Martin, who had taken over the same portfolio as previously held by Cllr Beaman.
- 51.2 With regard to Covid, the Leader was concerned that Waverley could be following Elmbridge and moving into the Tier 2 category of restrictions. It was not clear what the escalation triggers were, or the critical thresholds, and officers were trying to find out more information about how these decisions were made, and by whom.
- 51.3 With regard to local government reorganisation, the government's recent announcement that Surrey was not one of the three counties invited to put forward proposal had removed some of the urgency from the preparatory work. However, it appeared that Surrey would be in the second was of invitations and whilst the timing of this was unknown, it was understood that Surrey County Council was continuing to develop its proposal for a single Surrey Unitary. All the Surrey Districts and Boroughs had opposed this option, and work was continuing with KPMG to produce evidence to support alternative unitary proposals at the appropriate time, and opportunities for closer working between councils.
- 51.4 Whilst the council's consultation response on the Planning White Paper *Planning for the Future* was still being finalised, Jeremy Hunt had been fully briefed on the council's concerns which he had fully taken on board.

The Leader then invited the Executive Portfolio Holders to give brief updates on current issue:

- 51.5 Cllr Mark Merryweather, Portfolio Holder for Finance, Assets and Commercial Services:
- When Council last met, in August, it had agreed a contingency revised General Fund budget to address the £6.6m gap arising due to Covid. Whilst the position regarding government funding was clearer now than in August, it seemed likely that only around 50% of the council's Covid costs and losses would be covered by grants.
- 51.6 Cllr Steve Williams, Portfolio Holder for Environment and Sustainability:
- The Climate Emergency Action Plan remained on track to come to Overview & Scrutiny in November, and Executive on 1 December. The public consultation had closed at the weekend and generated a very good response that was very supportive of the council's direction of travel on climate change.

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

- Inspector Sam Adcock had now taken up her new post as Waverley Borough Commander, and would be attending the meeting of the Safer Waverley Partnership Executive later in the week.
- Despite the Covid pandemic, the development of Site A on Ockford Ridge had been completed and Cllr Rosoman had visited some of the finished properties. Tenants who had already moved in were really happy with their new homes and the last handover was scheduled for early November.
- Housing Officers continued to provide outstanding support to tenants, as did the Tenants Panel who had recently held their AGM via Zoom. Cllr Rosoman thanked the Tenants Panel members for their hard work and commitment to working with the council to help tenants.

51.8 Cllr Andy MacLeod, Portfolio Holder for Planning Policy and Brightwells:

- Cllr MacLeod encouraged Members to attend the briefing on Thursday on the *Planning for the Future* White Paper.
- Brightwells Yard was still on track for the commercial part of the scheme to open in July 2021, which would be followed by the residential units, and finally the replacement of the temporary access by a new footbridge, by 2023.

51.9 Cllr Nick Palmer, Portfolio Holder for Operational and Enforcement Services:

- A number of the Chambers of Commerce and retailers had requested free parking during December to help encourage customers to the High Street. There would be a financial impact for the council, and there was also some reluctance to encourage large numbers of people to the high streets that might prevent social distancing; so options were still being explored to find a solution.

51.10 Cllr Liz Townsend, Portfolio Holder for Economic Development, Leisure and Dunsfold Park:

- Eight of Waverley's parks and green spaces had once again been recognised with a Green Flag Award, and Cllr Townsend thanked the Parks and Countryside Team, as well as the volunteers and contractors at Continental, for all their hard work.
- Farnham Park had received a coveted Green Heritage Site accreditation for the management of its historic features; and the Phillips Memorial Park had received a Gold Award for the 7<sup>th</sup> year running in the Large Park Category of South East in Bloom. Congratulations were also due to Cranleigh in Bloom, who got a Gold Award; and Farnham Town Council who won four Golds and a Silver Gilt award, as well as Outstanding in the Community Gardening Award with Space2Grow. These were all magnificent achievements in very difficult circumstances.
- The Economic Development Team was continuing to support the local businesses, working with the Chambers of Commerce and helping to disseminate information via the business newsletter.
- At Frensham, the efforts to bring stakeholders together over the summer had paid dividends, with a coordinated approach to address antisocial behaviour and nuisance parking; and 2km of double yellow



lines had been installed, which would help provide a long term traffic management solution for residents.

- The Dunsfold Park Advisory Group had had its first meeting, and this would be a very important group going forward in the delivery of the new settlement, focussing on planning and design features, infrastructure delivery and housing delivery.

51.11 Cllr Michaela Martin, Portfolio Holder for Culture, Heath and Wellbeing:

- The Farnham Maltings had been awarded a £165,000 emergency support grant for culture.

51.12 Cllr Peter Clark, Portfolio Holder for Business Transformation, IT and Customer Service:

- The Facilities Team had been responding to changing guidance on Covid to ensure that The Burys was safe for staff returning to the offices to work.
- The Burys was now a base for over 40 response officers from Surrey Police, and they also rented almost 20 car parking spaces from the council. They had asked to increase their office area and options were being considered to accommodate this request.
- The Customer Service Centre went live at the beginning of October, and this would provide tremendous benefits in enabling the council to build up a detailed picture of customer enquiries and to coordinate responses better.

51.13 Cllr Paul Follows, Deputy Leader:

- The Communications Team continued to do outstanding work in keeping residents informed and update on changes to Covid guidance, and answering many questions.
- There had been a meeting with Cllr Robini, County Cllr Nikki Barton and Natural England regarding LPP2, which had been productive and useful.

## CNL52/20 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 6.)

52.1 The following question were received from members of the public in accordance with Procedure Rule 10:

Question received from Prof. Tom Oliver on behalf of Haslemere South Residents Association:

“How is the proposed development on AONB and AONB-candidate AGLV land in Planning Application WA/2020/1213 commensurate with a recent national pledge to safeguard biodiversity and the Waverley Council policy declaration on Climate Emergency?”

Response from Cllr Nick Palmer, Portfolio Holder for Operational and Enforcement Service:

“In the same way any other application would be, planning application WA/2020/1213 for housing at Red Court will be assessed on its own relative

planning merits against the provisions of the development plan, the National Planning Policy Framework and all other material considerations, This will include due consideration of matters of sustainability and biodiversity. The Council has consulted with Natural England and Surrey Wildlife Trust and their views, together with responses from other statutory and non-statutory consultees, and representations received from third parties, will be taken into account in reaching a decision on this application.”

#### CNL53/20 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 7.)

The following questions had been received from Members:

##### 53.1 From Cllr Jerry Hyman:

“Madam Mayor,

In respect of the conservation of the biodiversity and endangered species of Special Protection Areas, will you please confirm to Members and the public that the approach taken by Natural England and Waverley Borough Council since 2008, i.e. of evading any ‘appropriate assessment’ of proposed mitigation strategies, has been determined by the Courts to be unlawful, and indeed confirm that in considering planning applications and Local Plans where there is a possibility that in-combination effects of residential development within the visitor catchment areas pose a risk to the protected species populations, we are firmly bound by the judgements of the European and domestic courts in the ‘People Over Wind & Sweetman (2018) and ‘Crondall’ (2019) cases such that in the absence of a risk assessment detailing the extent to which mitigation is effective, to adopt or grant consent to an affected plan or project is unlawful?”

Response from the Mayor, Cllr Penny Marriott:

“I can confirm that the Council continues to apply the Habitats Regulations lawfully in respect of plans and projects that are likely to have a significant effect on the special protection areas. The Council has taken external legal advice which has confirmed that its approach is lawful. The Council will continue to monitor this area closely to ensure its approach remains legally compliant. “

##### 53.2 From Cllr George Wilson:

“Does the council feel that the attempt by SCC to stop councillors discussion of the changes to the fire cover in Surrey is valid as our remit is to protect our residents?”

Response from the Leader, Cllr John Ward:

“There seem to be two issues here: firstly, the actual disagreement between the Fire Brigade Union and Surrey County Council; and secondly, the attempt which you have just reported to prevent councillors from discussing or speaking about certain items. To deal with the first issue, the actual recommendation for the future of the fire service, for which we are not responsible, but we can debate it; and I am sure it will be debated at the forthcoming Community Wellbeing Overview and Scrutiny Committee which

will be reviewing the Community Safety Partnership. On the other, the report that you have brought to us of officers from another council, however senior it might feel itself to be, attempting to issue instructions to our councillors not to discuss items of importance with other parties, is of course totally unacceptable as we remain committed to openness and transparency; and would like to hear from any of our residents whatever their views so that we may have a clear picture of what is going on, and not just be guided by what another council tells us.”

CNL54/20 MOTIONS (Agenda item 8.)

There had been none received.

CNL55/20 MINUTES OF THE EXECUTIVE (Agenda item 9.)

55.1 It was moved by the Leader, duly seconded and RESOLVED that the Minutes of the Executive meeting on 8 September and 6 October 2020 be received and noted.

55.2 There were three matters in Part I, for Council consideration. There were no requests to speak in relation to Part II matters.

CNL56/20 WAVERLEY BOROUGH LOCAL PLAN PART 2 - SITE ALLOCATIONS AND DEVELOPMENT MANAGEMENT POLICIES (EXE 42/20) (Agenda item 9.1)

56.1 The Leader introduced the draft Waverley Borough Local Plan Part 2 (LPP2), which was presented to Council for approval as the pre-submission version for consultation under Regulation 19 of the Local Planning Regulations. Progress of LPP2 had been delayed due to difficulties in finding site allocations that were agreeable to people in Haslemere and Witley; and to address site allocations for gypsies and travellers. There had been an additional call for sites in Haslemere, but the council was caught between meeting government housing targets, and objections to development by Natural England due environmental constraints. The Executive hoped that during the course of the Regulation 19 consultation, there would be progress made in discussions with Natural England with regard to sites in Haslemere, and all consultation responses would be carefully considered.

56.2 Cllr MacLeod, Portfolio Holder for Planning Policy and Brightwells, thanked the Head of Planning & Economic Development and his Planning Policy Team for their work over the last three years to produce the draft LPP2 document. They had worked painstakingly to try and satisfy all stakeholders and to come up with the best plan for Waverley. Cllr MacLeod also thanked Cllr Mulliner for his scrutiny of housing numbers in Haslemere, and the LPP2 had been updated accordingly, although it was not sufficient to allow any sites to be removed from the allocations. Concerns expressed by Cllr Knowles regarding the water supply problems in Haslemere had been heard, and LPP2 included a policy requiring infrastructure to be provided ahead of housing development. However, the council was not able to reject housing based on a perceived problem, and Thames Water were obliged to provide a water supply. Cllr MacLeod also confirmed that whilst the Regulation 19 consultation would be taking place amid the Covid restrictions, every effort

would be made to ensure that it was widely accessible including for those with no internet.

- 56.3 Cllr Follows reiterated the Executive's commitment to pass LPP2, for the benefit of those communities who were impacted directly because of its absence; but also to continue to work with colleagues in Haslemere during the consultation period, to try and resolve the disagreement over site allocations and identify a viable alternative to the Red Court site.
- 56.4 A number of councillors from all Groups spoke in support of progressing LPP2, and the need to get LPP2 adopted in order to protect all of the borough; whilst the progress on site allocations in Witley was pleasing, and there was sympathy for the situation in Haslemere, it was also recognised that the absence of site allocations to meet the housing target put the council at a disadvantage at planning appeals. Only Cllr Hyman spoke against the LPP2, on the basis that in his view it was not compliant with Regulation 9 of the Habitats Regulations.
- 56.5 The Leader thanked Members for their contribution to the debate, and requested a recorded vote on the recommendation, which was supported by Cllrs Hyman, Follows, Williams, Townsend and Palmer.
- 56.6 **Council RESOLVED to agree that:**
- a) **the Pre-Submission version of Local Plan Part 2 which includes the amendments to the Plan made following the recommendations of the meeting of the Executive on 6<sup>th</sup> October 2020, attached as Annexe 2 to this report, be approved for consultation under Regulation 19 of the Town and Country Planning (Local Planning) Regulations 2012;**
  - b) **the Head of Planning and Economic Development be given the authority to make any further typographical or formatting changes to the pre-submission version of Local Plan Part 2 that are deemed necessary for its consultation.**

#### **For 51**

Cllrs Brian Adams, Christine Baker, David Beaman, Roger Blishen, Peter Clark, Carole Cockburn, Richard Cole, Steve Cosser, Martin D'Arcy, Jerome Davidson, Kevin Deanus, Simon Dear, Sally Dickson, Patricia Ellis, David Else, Jenny Else, Jan Floyd-Douglass, Paul Follows, Mary Forszewski, Maxine Gale, Michael Goodridge, John Gray, Michaela Gray, Joan Heagin, George Hesse, Chris Howard, Peter Isherwood, Jacquie Keen, Anna James, Andy MacLeod, Penny Marriott, Peter Marriott, Michaela Martin, Peter Martin, Mark Merryweather, Kika Mirylees, John Neale, Peter Nicholson, Nick Palmer, Julia Potts, Ruth Reed, Paul Rivers, Penny Rivers, John Robini, Anne-Marie Rosoman, Trevor Sadler, Richard Seaborne, Liz Townsend, John Ward, Steve Williams, George Wilson

#### **Abstentions 2**

Cllrs Brian Edmonds, Robert Knowles

#### **Against 1**

Cllr Jerry Hyman

CNL57/20 AMENDMENTS TO WAVERLEY BOROUGH COUNCIL'S OFF-STREET PARKING ORDER (EXE43/20) (Agenda item 9.7)

- 57.1 Cllr Nick Palmer, Portfolio for Operational and Enforcement Services, introduced the report which provided feedback on the consultation process to make amendments to The Waverley Borough Council (Off-Street Parking Places) Order 2017 and proposed that Council approved making The Waverley Borough Council (Off-Street Parking Places) Order 2020.
- 57.2 The review was solely related to the rules of usage in car parks, and did not propose any changes to the current car park tariffs. There had been no objections or comments in relation to the proposed Order during the consultation period.
- 57.3 **Council RESOLVED (*nem con*) to approve the making of the Waverley Borough Council (Off-Street Parking Places) Order 2020.**

CNL58/20 PESTICIDES POLICY AND ACTION PLAN (EXE44/20) (Agenda item 9.3)

- 58.1 Cllr Liz Townsend, Portfolio Holder for Economic Development, Leisure and Countryside, and Dunsfold Park, introduced the Pesticides Policy and Action Plan which aimed to being the process of reducing pesticide use by the council wherever possible with the ambition of being pesticide free in three years. The Policy responded to growing concerns locally, nationally and globally about the impact of widespread pesticide use on health and biodiversity.
- 58.2 A number of Members spoke to express support for the principle of reducing pesticide use; but concern for the way that this was articulated in the Policy and Action Plan. It was felt that the Policy made judgements that weren't supported by evidence, was too vague about how the policy aspirations would be achieved, and lacked information about the cost of reducing pesticides and employing alternative methods of pest control.
- 58.3 In response, other Members highlighted the need to take action, as well as supporting the principle; and where evidence may not be conclusive, to take a precautionary approach. The Policy would be a living document and would be amended and updated to reflect ongoing changes in legislation, industry practices and availability of alternative treatments. The Policy only affected pesticide use on council-owned land.
- 58.4 The Leader thanked Members for their contributions to the debate, but since it was clear that there would not be a unanimous decision he requested a recorded vote on the recommendation, which was supported by Cllrs Edmonds, Follows, Blishen, Townsend and Palmer.
- 58.5 **Council RESOLVED to adopt the Pesticide Policy and Action Plan.**

**For 39**

Cllrs Christine Baker, David Beaman, Roger Blishen, Peter Clark, Carole Cockburn, Richard Cole, Martin D'Arcy, Jerome Davidson, Sally Dickson, Brian Edmonds, Patricia Ellis, Jan Floyd-Douglass, Paul Follows, Mary Foryszewski, Maxine Gale,

Michaela Gray, Joan Heagin, George Hesse, Chris Howard, Jerry Hyman, Peter Isherwood, Jacquie Keen, Andy MacLeod, Penny Marriott, Peter Marriott, Michaela Martin, Mark Merryweather, Kika Mirylees, John Neale, Nick Palmer, Ruth Reed, Paul Rivers, Penny Rivers, John Robini, Anne-Marie Rosoman, Liz Townsend, John Ward, Steve Williams, George Wilson

### **Abstentions 11**

Cllrs Steve Cosser, Kevin Deanus, David Else, Jenny Else, Michael Goodridge, John Gray, Robert Knowles, Anna James, Peter Martin, Trevor Sadler, Richard Seaborne

### **Against 2**

Cllrs Brian Adams, Simon Dear

#### **CNL59/20 MINUTES OF THE AUDIT COMMITTEE (Agenda item 10.)**

- 59.1 It was moved by the Chairman of the Committee, duly seconded and RESOLVED that the Minutes of the Meeting of the Audit Committee held on 14 September 2020 be received and noted.
- 59.2 There were no matters in Part I for Council approval, and no speakers registered on Part II matters.

#### **CNL60/20 MINUTES OF THE STANDARDS COMMITTEE (Agenda item 11.)**

- 60.1 It was moved by the Chairman of the Committee, duly seconded and RESOLVED that the Minutes of the Meeting of the Standards Committee held on 5 October 2020 be received and noted.
- 60.2 There was one matter in Part I for Council approval.

#### **CNL61/20 REVIEW OF VIRTUAL MEETINGS ARRANGEMENTS (Agenda item 11.1)**

- 61.1 Cllr John Robini, Chairman of the Standards Committee, moved the recommendation that, in view of the latest guidance on use of council buildings and general tightening of Covid-19 precautions until March 2021, the current arrangements for the Eastern and Western Planning Committees continue to the end of the council year on 7 May 2021.
- 61.2 Cllr David Beaman made a statement in his capacity as Chairman of the Western Planning Committee, to correct what he felt were inaccurate and misleading statements made by Cllr Hyman as a member of the Standards Committee at the meeting on 5 October. Cllr Beaman had attended the Standards Committee meeting on 5 October to comment on his experience as chairman of the Western Planning Committee:

“The debate included discussion of the use of break out rooms in meetings of Planning Committees to draft alternative recommendations when Committees do not support the recommendations of WBC Planning officers. During this debate Cllr Jerry Hyman made statements which I consider to be both inaccurate and misleading. Since these are formally recorded on the webcast I would like to use this opportunity to correct the record.

When debating a protocol for the use of break out rooms Cllr Hyman requested that any protocol needed to be brought back to The Standards Committee for agreement stating *“I don’t think that the Chairmen will particularly care if it is lawful or proper what is done there going by what they have done so far”*. When Cllr John Robini as Chair of The Standards Committee (and also Vice Chair of the Western Area Planning Committee) responded that he had faith in the two Planning Committee Chairmen (myself and Cllr Richard Cole) Cllr Hyman stated *“History proves otherwise, History proves otherwise We represent the residents”*. (Minutes 63 to 65 of the webcast).

Not being a member of The Standards Committee I was unable to correct this misrepresentation at the time but as Chair of the Western Area Planning Committee I am very concerned that Cllr Hyman knowingly made statements that totally misrepresent my views and opinions on the use of break out rooms.

I can assure everybody (Councillors, Officers Residents) that I personally do not regard the use of break out rooms as being proper. I made my views and opinions quite clear at the only meeting of The Western Area Planning Committee held on Tuesday 1st September at which an attempt was made to use a break out room at the request of Planning Officers regarding WA/2020/0784 which ended in a technical breakdown that I did not personally believe that break out rooms should ever be used. I also gave a personal undertaking that so long as I remained Chair break out rooms would never again be used at meetings of the Western Area Planning Committee. Cllr Hyman was present at this meeting as an observer and did personally intervene (even though being only an observer he had no right to do so).

I believe that Cllr Hyman, who is always so emphatic that the truth should always be told knowingly made totally inaccurate statements which misrepresents my own stated views and opinions made in public at which Cllr Hyman was present regarding the use of break out rooms at virtual meetings of Planning Committees.”

- 61.3 Cllr Hyman advised that he would respond to Cllr Beaman privately.
- 61.4 Cllr Foryszewski expressed disappointment that the council was not leading by example in trying to resume more normal arrangements for committee meetings. Cllr Follows felt that the reality of the current circumstances was that this was unlikely to be possible to return to meeting in the Council Chamber in the near future in any safe way. He also felt that the model of two planning committees had worked well, and this was supported by a number of Members.
- 61.5 **Council RESOLVED to continue the current arrangements for the EASTERN and WESTERN Planning Committees to the end of the council year on 7 May 2021, with all in favour except Cllr Foryszewski who voted against.**

The meeting concluded at 10.17 pm

Mayor



WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 3 NOVEMBER 2020

SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2020

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

**Present**

Cllr John Ward (Chairman)  
Cllr Paul Follows (Vice Chairman)  
Cllr Peter Clark  
Cllr Andy MacLeod  
Cllr Michaela Martin

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

**Also Present**

Councillor Julia Potts, Councillor John Gray, Councillor Peter Isherwood, Councillor Richard Seaborne and Councillor David Beaman

EXE 45/20 MINUTES (Agenda item 1)

The Minutes of the Meeting held on 6 October 2020 were confirmed as a correct record.

EXE 46/20 DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interests in relation to matters on the agenda.

EXE 47/20 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

EXE 48/20 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

48.1 Cllr David Beaman asked the following question:

*"Does Waverley Borough Council, like several other local authorities including a number of Conservative controlled councils like Kensington & Chelsea, have any intention to provide free school meal vouchers over the Christmas and New Year holiday period to children who are entitled to receive free school meals during term time?"*

48.2 The Leader responded, as follows: "I understand the Local Resilience Forum has been working over half term to provide meals for children over that period. I have been in contact with the County Council and they have assured me that they will be planning in earnest with school leaders and Local Resilience partners, as well as with us, to see what sustainable arrangements can be made over Christmas to see that no child goes hungry. What form this will take we are not yet sure, but they will be working with the schools who know the children best to find out how this can be done.

Therefore, we haven't made any firm arrangements yet but we are committed to do something to see that children are not going hungry over this particular period.”

EXE 49/20 LEADER'S AND PORTFOLIO HOLDERS' UPDATES (Agenda item 6)

- 49.1 The Leader and Portfolio Holders gave brief updates on current issues not reported elsewhere on the agenda:
- The council would be responding to the government's announcement of a national lockdown, although details had yet to be published. Whilst there was no mandatory shielding for vulnerable residents, the council would be gearing up resources to provide support for those who needed it. The need to act support homelessness and rough sleepers was being anticipated, although there had been no guidance on this as yet; and the council would once again be administering the latest round of grants for businesses.
  - The Leader urged everyone to observe the government guidelines on meeting with others, maintaining social distance and wearing a mask in public places.
  - The threat of enforced local government reorganisation had receded for the time being, but KPMG were continuing to work on finalising their report with a focus on how the Districts and Boroughs could best cooperate and work together.
  - Cllr Merryweather reported that the financial impact of the new lockdown was still being assessed, but it was likely that it would remain within the parameters of the contingency revised budget agreed by Full Council in August. The Executive had committed to review the Medium Term Financial Plan and report for Full Council by December, and this work was underway. The impact of Covid-19 would impact the Council next year, and in subsequent years, and much depended on the additional financial impacts of Covid and the amount of support provided by the government to support councils.
  - Cllr Williams advised that the latest draft of the council's response to the climate emergency, the Carbon Neutrality Action Plan 2020-2030, would be going to the Environment Overview & Scrutiny Committee later in the month, and then to the Executive and Full Council in December. The response to the public consultation on climate change had also been published: 93% of respondents believed climate change was an important issue; and 89% believed that Waverley Borough Council should tackle its own emissions as a priority and lead by example.
  - Cllr Rosoman advised that further guidance was being sought from the government on supporting rough sleepers during the Covid lockdown, and there was pressure to reintroduce the 'Everyone in' scheme. The redevelopment work at Ockford Ridge was progressing well, and Community Safety Partnership continued to meet regularly to monitor reports of anti-social behaviour and other community issues.
  - Cllr MacLeod reported that the council's responses to the government's consultations on the future of the planning system had now been submitted. The consultation on the pre-submission Draft Local Plan Part 2 would be starting shortly. This had been extended from six to eight weeks and options were being explored to overcome the restrictions of Covid

and the lockdown to make hard copies available to the public. As construction work was able to continue through the new lockdown, it was hoped that the impact on the Brightwells development would not be too severe, and there would be an update following the project board meeting with Crest Nicholson later in the month.

- Remembrance Sunday events were going ahead across Waverley on Sunday, but with greatly reduced attendance compared to normal years, which was the right thing to do in the current circumstances.
- Cllr Townsend advised that the council's leisure centres would be closed for four weeks from Thursday, with the exception of The Edge which would remain open for school use. Places Leisure staff were being furloughed, apart from a contract manager and a technical operative at each centre. The financial impact was being assessed by Places Leisure, and there would be a meeting with them on Thursday. Up until lockdown, the leisure centres had been performing better than forecast and with very positive feedback.
- Cllr Clark reported on the increased threat of cyber crime, particularly against organisations that hold large amounts of personal information, like the council. Information management and security was of paramount importance and Waverley belonged to the South East Government Warning Advisory and Reporting Point, to provide early warning and best practice advice around the latest cyber security threats. The council also subscribed to the services provided by the National Cyber Security Centre, and had recently received funding for technical cyber training.
- Cllr Follows advised that the Communications Team were receiving a high volume of questions from the public through the council's various media channels and were working hard to respond. The Covid section of the Waverley website would be updated as more information was received from the government, and all Members would be kept updated on any developments.

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

There were no matters falling within this category.

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

### **EXE 50/20 OCKFORD RIDGE, GODALMING - REQUEST TO BRING FORWARD BUDGET FOR SITE C AND SITE F (Agenda item 7)**

- 50.1 Cllr Anne-Marie Rosoman, Portfolio Holder for Housing and Community Safety, introduced the proposal to bring forward capital budgets from 2021/22 to the current year to enable the delivery of the work on Sites C and F at Ockford Ridge to progress without delay.
- 50.2 Cllr Richard Seaborne spoke in his capacity as Chairman of the Housing Overview & Scrutiny Committee: he was pleased to see the acceleration of the Ockford Ridge redevelopment programme, as this would reduce the period of disruption for the residents living on the estate that the works inevitably caused. Cllr Seaborne outlined the work that the Housing O&S Committee would be doing in the new year to review the Waverley Housing Design Standards, focusing not just on the climate change aspects of the

design standards but also the recommendations of the Hackett Report, the outcomes of the recent consultation on accessibility standards, and potential for improved arrangements for home working. The intention was to begin this work early in the new year, and for the Housing O&S Committee to bring forward recommendations to the Executive in summer 2021.

- 50.3 The Executive RESOLVED to approve the following budgets to be brought forward for Sites C and F from the estimated budget for 2021/22:

Scheme/site	Total budget
Site C	£336,000
Site F	£150,000

**The meeting commenced at 6.00 pm and concluded at 6.30 pm**

**Chairman**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 20 NOVEMBER 2020

SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2020

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

**Present**

Cllr John Ward (Chairman)	Cllr Nick Palmer
Cllr Paul Follows (Vice Chairman)	Cllr Anne-Marie Rosoman
Cllr Peter Clark	Cllr Liz Townsend
Cllr Andy MacLeod	Cllr Steve Williams
Cllr Mark Merryweather	

**Apologies**

Cllr Michaela Martin

**Also Present**

Councillor Julia Potts, Councillor Carole Cockburn, Councillor Steve Cosser, Councillor David Else, Councillor Jenny Else, Councillor Michael Goodridge MBE, Councillor John Gray, Councillor Chris Howard, Councillor Peter Isherwood, Councillor Anna James, Councillor Robert Knowles, Councillor Peter Martin, Councillor Stephen Mulliner, Councillor Trevor Sadler, Councillor Penny Marriott, Councillor Christine Baker, Councillor Maxine Gale, Councillor George Hesse, Councillor Richard Seaborne, Councillor Peter Marriott, Councillor George Wilson, Councillor Sally Dickson, Councillor David Beaman and Councillor Jerry Hyman

EXE 51/20 DECLARATIONS OF INTERESTS (Agenda item 2)

There were no declarations of interest raised under this heading.

EXE 52/20 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 3)

There were no questions from Members.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

There were no matters falling within this category.

**PART II - MATTERS OF REPORT**

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

EXE 53/20 PROPERTY ACQUISITION FOR CONSIDERATION (Agenda item 4)

53.1 The Leader introduced this agenda item by advising that due to the commercial sensitivity of the matter, it would be necessary to move the meeting into Exempt session at some point. He cautioned Members to take care in their comments to avoid referring to Exempt matters whilst still in Open session.

- 53.2 Cllr Mark Merryweather, the Portfolio Holder for Finance and Assets, introduced the proposed property acquisition by setting out the role of the council's property investment strategy in the Medium Term Financial Plan (MTFP). In the face of cuts in government funding, and increasing budgetary pressures, property investment was one of the few ways that the council could increase generate income that could be used to provide council services. Ensuring the financial stability of the council was a primary goal of the Property Investment Strategy, as well as enabling longer term ambitions in relation to providing affordable and sustainable housing for residents.
- 53.3 The particular property which the council was considering buying was an established cash-generating asset, which would make an immediate positive contribution to the MTFP, diversify the council's property portfolio, and reduce risk. The council had taken expert advice on the tenant and the sector, and considered the tenant's environmental, social and governance credentials, and was satisfied that there were no reasonable grounds on which to object to the investment.
- 53.4 A number of Members had registered to speak on this item. The following Members confirmed that their statements related only to matters contained within the Open report:
- Cllr Steve Cosser noted that the proposed acquisition was a supermarket, and outside the borough, and that the purchase was to be funded from internal cash. He asked whether the strategy to invest within the borough was being abandoned, and whether the cash could not be used to provide a new Cranleigh Leisure Centre or community hub.
  - Cllr John Gray questioned whether the property concerned could credibly be described as being within Waverley's 'area of economic influence'; and, whether using treasury funds for the purchase was going beyond what was permitted in the Treasury Management Policy.
  - Cllr Jerry Hyman also questioned the justification for investing outside of the borough, whether other options, such as cutting waste and expenditure, had been fully explore before looking at property investment, and the risk of relying on experts.
  - Cllr Peter Martin questioned whether investing outside of the borough was contrary to strategy, and whether there was a financial risk to the proposed investment exit strategy.
- 53.5 In response, Cllr Merryweather explained:
- the acquisition would be funded from internal borrowing, which would increase the net yield; it would also generate usable income to spend on services, from cash holdings that could not be used to fund services.
  - with regard to the location of the property, the Property Investment Strategy prioritised investment within the borough, but did allow investment outside the borough if opportunities arose. The rural nature of Waverley meant that the type of investment the council needed was not readily available within the borough. The 'zone of economic influence' was preferred but not an absolute requirement.
  - Investment in property was one part of the MTFP to address the budget gap, which included constraining expenditure on services. The resident survey in 2019 had endorsed the strategy to investment in property to protect council services.
  - Members had been impressed with the breadth and depth of knowledge of the council's property advisers, and were satisfied with the advice received.

- 53.6 Cllr Follows reiterated the need to invest in property in order to make up for cuts in government funding. Cutting staff to reduce costs, directly impacted on services and had to be a last resort, not the first response; and, suggesting reducing waste was a solution to the issue failed to recognise the scale of the budget gap the council was facing.
- 53.7 At 17.01h, on the recommendation of the Leader, the Executive **RESOLVED** that pursuant to Procedure Rule 20 and in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the further consideration of this matter on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) as specified in Paragraph 3 of the revised Part 1 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).
- 53.8 At 17.47h, the meeting resumed in Open session. On the recommendation of the Leader, the Executive agreed to remove the 'Deputy Leader' from the proposed delegation to officers.
- 53.9 The Executive RESOLVED to approve the purchase of the property identified in Exempt Annexe 1 within its delegation limit of £10 million subject to:
- 1.1 A bid of up to £6,955, 000 to acquire the freehold, subject to satisfactory completion of the further evaluation work and due diligence referred to in this report.
  - 1.2 To delegate to the Strategic Director (Sec 151) and the Chief Executive, in consultation with the Portfolio Holder for Finance, Assets and Commercial Services:
    - i) The undertaking and signing off of the evaluation work and due diligence required as referred to in recommendation 2.1;
    - ii) The decision not to submit a bid or to withdraw a bid if already submitted, in the event that the evaluation work and/or due diligence is not satisfactory;
    - iii) The decision to accept a lower financial return (after internal borrowing costs) than required in Waverley's investment criteria, if justified after evaluating the wider strategic and long term benefits of acquiring this site;
    - iv) To finance the acquisition as set out in this report;
    - v) To delegate the completion of legal matters and signing of appropriate contracts to the Strategic Director (Sec 151) and the Chief Executive, in consultation with the Portfolio Holder for Finance, Assets and Commercial Services.

**The meeting commenced at 4.00 pm and concluded at 5.52 pm**

**Chairman**





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

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 1 DECEMBER 2020

SUBMITTED TO THE COUNCIL MEETING – 15 DECEMBER 2020

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

**Present**

Cllr John Ward (Chairman)	Cllr Nick Palmer
Cllr Paul Follows (Vice Chairman)	Cllr Anne-Marie Rosoman
Cllr Peter Clark	Cllr Liz Townsend
Cllr Andy MacLeod	Cllr Steve Williams
Cllr Mark Merryweather	

**Apologies**

Cllr Michaela Martin

**Also Present**

Councillor Julia Potts, Councillor Carole Cockburn, Councillor Kevin Deanus, Councillor Jenny Else, Councillor Mary Forszewska, Councillor Michael Goodridge MBE, Councillor John Gray, Councillor Chris Howard, Councillor Peter Isherwood, Councillor Robert Knowles, Councillor Stephen Mulliner, Councillor Richard Seaborne, Councillor David Beaman, Councillor Sally Dickson, Councillor Maxine Gale, Councillor George Hesse and Councillor Jerry Hyman

EXE 54/20 MINUTES (Agenda item 1)

The Minutes of the Meetings held on 3 November and 20 November 2020 were confirmed and would be signed in due course.

EXE 55/20 DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

EXE 56/20 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

EXE 57/20 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

There were no questions from Members.

EXE 58/20 LEADER'S AND PORTFOLIO HOLDERS' UPDATES (Agenda item 6)

58.1 The Leader and Portfolio Holders gave brief updates on current issues not reported elsewhere on the agenda:

- The report commissioned jointly by the Surrey Districts and Boroughs from KPMG would be published shortly. The report included recommendations on co-operation between councils, and there had been

- some preliminary discussions with neighbouring authorities on saving costs and improving services to residents through working more closely.
- The property acquisition agreed by the Executive at the meeting on 20 November had been completed.
  - Surrey County Council's Planning & Regulatory Committee had met on 27 November and refused to grant planning permission for UKOG to drill for hydrocarbons on land at Dunsfold. This vindicated the strong and consistent opposition to the proposals by Waverley Borough Council and local residents.
  - Community Safety Officers were continuing to work with the community during the pandemic, and all councillors were asked to encourage residents and businesses to comply with the Tier 2 restrictions coming into effect from Wednesday.
  - The procurement of the of the Housing Maintenance contract was progressing with preparation of the specification and the associated documents and data. Cllr Rosoman thanked the Housing O&S Committee for their contribution to the procurement project. The O&S Committee was also progressing its review of design standards for new affordable housing developed by the council.
  - The Government had published its Social Housing White Paper, setting out a new Charter for social housing residents. It was disappointing to see the continued focus on home ownership rather than a commitment to providing more affordable homes for rent.
  - The Local Plan Part 2 consultation went live last Friday and would continue to 29 January 2021. The Regulation 16 consultation on the Chiddingfold Neighbourhood Plan was also underway, and would remain open until 11 January 2021.
  - The Brightwells Yard development was still on track to open in July 2021, but progress on signing up more commercial tenants was very slow. The roadworks had been put back until after Christmas, and it was possible that the highways works would be taken over by SCC and integrated with the Farnham Infrastructure Project. An Active Travel Scheme for Farnham was one of ten schemes being considered by SCC, with the possibility that it might provide a connection between the station and Brightwells Yard.
  - Car park usage had increased to around 60% of normal rates before the national lockdown was imposed, but had fallen back to 35-40% in the last few weeks.
  - Requests to use council-owned land for events were being considered on a cautious, risk-based approach but were not being ruled out as a matter of principle.
  - Click it Local Waverley had been launched today, funded from Re-opening High Streets Safely Grant, providing a shared on-line shopfront for businesses in Waverley and for customers who wanted to shop local but were unable to get to the shops in person. The first orders had already been placed via the new website.
  - Opportunities were being sought to provide space in the council offices at The Burys to commercial or community users, to capitalise on the lowered space requirements of the council. The new Horizon planning system had been launched in Building Control and was being tested

across Planning before going live in January; and Waverley's new website would be launching later in the month.

- The Communications Team had been focussed on communicating details to residents of the Tier 2 restrictions that would apply to the whole of Surrey at the conclusion of national lockdown.
- Congratulations to the Mayor of Haslemere, Haslemere Town Council and Haslemere Vision on the passing of the Haslemere Neighbourhood Plan on Monday evening.

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

### **Background Papers**

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

### **EXE 59/20 UPDATE TO GENERAL FUND MEDIUM TERM FINANCIAL PLAN 2021/22-2024/25 (Agenda item 7)**

- 59.1 Cllr Mark Merryweather, Portfolio Holder for Finance, Assets and Commercial Services, introduced the report updating the Medium Term Financial Plan(MTFP) to take account the review of the longer-term effect of the pandemic on the Council's future financial resilience, taking account of wider economic conditions. The outcome of the review was an increase to £7.9m in the projected net budget shortfall for the four year medium term. While Covid was one key direct driver for this, other consequential factors left an unresolved recurring annual deficit for 2024/25 and beyond projected at £1.2m pa. The principal aim of the revised MTFP was to protect core services so a one off repurpose of earmarked reserves in 2021/22 was likely to be necessary if government funding continued to fall short of meeting the full impact of COVID-19 on the Council's finances.
- 59.2 Cllr Stephen Mulliner spoke to provide some context to the statement that "Waverley has very limited General Fund reserves". Between 2007 and 2019, the Conservative administration had a strategy of ensuring reserves were equal to 12 weeks of council tax income, or £3.2m, which had been agreed with the auditors. So, the fact that the General Fund reserves were limited was only true in the context that no one was expecting the scale of financial strain imposed by a pandemic costing £7m so far.
- 59.3 Cllr Jerry Hyman expressed concern that in February 2021, councils would be blind to the economic hardship faced by residents and impose the highest possible rise in council tax on the basis that they have no option. That would only be true if councillors and officers were doing everything to minimise the council tax precept, and whilst a lot of hard work was being done to reduce costs and waste in many areas of the council's business, he continued to assert that the council could avoid unnecessary waste by preventing planning appeal cost awards if Waverley announced they would now apply environmental law correctly as required by the ECJ in the People over Wind ruling and the High Court Crondall judgement.

59.4 Cllr Follows reminded Cllr Hyman that Waverley had taken Counsel advice on a number of occasions regarding the ECJ ruling, and all had confirmed that Waverley was compliant in its approach. He went on to thank officers and Cllr Merryweather for their work in preparing the revised MTFP, despite the huge uncertainty about the government's future funding intentions, both in relation to Covid support and structural funding. It was clear from the Chancellor's statement that the expectation was for councils to raise local taxes to the maximum allowed in the absence of a fair funding settlement from the government.

59.5 **The Executive RESOLVED to RECOMMEND that Council:**

**1. Approve the updated forecast and assumptions in the latest Medium Term Financial Plan and request that a full review of the Plan is brought to Council in February 2021 alongside the draft 2021/22 Budget report; and**

**2. Agree that capital receipts are applied to fund business transformation and efficiency projects as allowed under the statutory provisions.**

EXE 60/20 REVISED CORPORATE STRATEGY 2020 - 2025 (Agenda item 8)

60.1 The Leader introduced the Revised Corporate Strategy 2020-2025. During the process of revising the Corporate Strategy, the drafts had been shared with Members at workshops, and had been to all the Overview & Scrutiny Committees twice. The Executive had listened to the feedback and amended the structure of the Strategy.

60.2 In response to the feedback from the most recent Overview & Scrutiny Committee meetings, Cllr Follows proposed a further amendment, which had been circulated prior to the meeting, which clarified the vision statement of the council. The Leader seconded the amendment, and the Executive RESOLVED to adopt it into the draft Revised Corporate Strategy 220-2025.

60.3 Cllr Follows recommended the draft Revised Corporate Strategy to Council as a strong basis on which the Council could move forward. It clearly demonstrated the council's green credentials; support for those who are disadvantaged including the low paid; but also reflected the huge impact of the Covid pandemic on the council's finances and changed priorities.

60.4 Cllr Seaborne spoke and whilst welcoming the amendment that had been agreed, he was not able to see how the feedback from the Overview & Scrutiny Committees had substantively shaped the final draft of the Strategy. Cllr Hyman spoke in support of the draft Strategy, which he felt was much improved compared to the earlier iterations. However, it was important for the council's actions to live up to the words in the strategy, and he reiterated his previous comments about the need for the council to comply with environmental law.

60.5 Executive Members expressed their support for the Revised Corporate Strategy, which reflected the input of many Members and the shared

priorities of the different Groups on the Council. The council was already implementing many of the actions including the economic development team who were working hard to support local businesses, and the countryside team who were managing open spaces that had been so greatly appreciated by residents during the lockdown. Cllr MacLeod specifically refuted the assertion that Waverley was losing planning appeals due to its approach on the Habitats Directive, and following Cllr Hyman's approach would probably cost the council more appeals and costs.

**60.6 The Executive RESOLVED to RECOMMEND to Council that the Revised Corporate Strategy 2020 - 2025, as amended, is adopted.**

EXE 61/20 PROPERTY MATTER (Agenda item 12)

- 61.1 At 19:44h, the Executive **RESOLVED** that pursuant to Procedure Rule 20 and in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the further consideration of the following matter on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) as specified in Paragraph 5 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely: Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 61.2 At 20:25h, the meeting resumed in Open session.
- 61.3 **The Executive RESOLVED to RECOMMEND to Council the recommendation as set out in the Exempt report.**

**PART II - MATTERS OF REPORT**

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

EXE 62/20 CARBON NEUTRALITY ACTION PLAN 2020-2030 (Agenda item 9)

- 62.1 Cllr Steve Williams introduced the Carbon Neutrality Action Plan 2020-2030 and Climate Change and Sustainability Strategy and recommended them to the Executive. He thanked the Sustainability officers for the work they had put into the documents, and the significant amount of work already accomplished to move forward on many of the important actions to get our carbon footprint down as rapidly as possible. Cllr Williams also thanked all councillors who had engaged in developing the plan including the Environment Overview & Scrutiny Committee, and all council officers for what they had done so far to ensure that our work to tackle climate change and reduce our carbon footprint had permeated everything that the council did.
- 62.2 The same determination was needed to deal with the climate emergency as had been demonstrated in the response to the Covid pandemic. The Climate

Change and Sustainability Strategy set out the strategic goals to reduce the borough council's emissions, and the carbon emissions across the borough; and set out a strategy to mitigate the impact of impending climate change that was inevitable. Actions to cut carbon emissions would have financial consequences, but so would the costs of mitigating unchecked climate change; the investment in carbon reduction would reap financial, social and environmental dividends in the future.

- 62.3 The public consultation had demonstrated that 93% of residents felt climate change was important, and the council was committed to establishing a climate assembly, so that citizens of Waverley would be able to examine the issues and evidence, and help unlock the actions needed to become a net zero carbon borough by the end of the decade.
- 62.4 Cllr Mulliner recognised the changes made to the Action Plan, but felt that it was still aspirational and he remained cautious about what could be achieved. None of the long or medium term actions were costed, and only six of the 45 short-term actions were costed. There was no cost attached to the reducing the carbon emissions of the council's housing stock, and there needed to be some realism about needing government support for that. There did not seem to be any clear idea of what the potential carbon savings of actions were, and he felt that a better use of budget would be to increase the number of officers working on the Action Plan, to turn it from an aspirational plan to one that meant business.
- 62.5 Cllr Seaborne acknowledged the significant improvement over the earlier versions of the Action Plan, but was concerned about the weight given to the public consultation responses as positive endorsement of the council's approach. With under 1,000 responses, and no demographic data on respondents, it was incorrect to draw conclusions from the survey and use them as support for the Action Plan. Cllr Seaborne was also concerned that the Action Plan failed to include an item to specifically address the single largest source of emissions associated with the council's activities; and it failed to show the real trajectory of emission reduction based on the Plan's actions.
- 62.6 Cllr Follows and Executive Members praised the cross-party approach to addressing the climate emergency challenge and welcomed the contributions of Members from all Groups. The Action Plan was aspirational, and not perfect, but doing nothing was not an option. The Action Plan was a living document and would be refined and improved in parallel with the work to reduce carbon emissions.
- 62.7 The Executive RESOLVED to:**
- a. Approve final Strategic Carbon Neutrality Action Plan 2020-2030 attached in Annexe 1, including the high-level targets within it, and acknowledges that it will be an evolving document.**
  - b. Approve the final Climate Change and Sustainability Strategy in Annexe 2.**



- c. Endorse the governance structure proposed, including the membership of the Climate Emergency Board.**
- d. Note the responses within the consultation summary which is attached in Annexe 3.**

EXE 63/20 BOUNDARY COMMISSION ELECTORAL REVIEW 2020-2022 (Agenda item 10)

- 63.1 The Leader introduced the report proposing the establishment of a cross-party Member working group to lead the development of the council's Size Submission document relating to the size of the council from 2023, as part of the Boundary Commission's Electoral Review of Waverley. Whilst the Boundary Commission did not have to follow the council's recommendation on council size, and there was an opportunity for independent submissions to be sent to the Commission, the Leader hoped that the cross-party approach would lead to agreement on a single Size Submission from the council.
- 63.2 Cllr Robert Knowles spoke to express his concern at the timing of the review, and the cost, given the government's clear strategic intention to abolish district and borough councils. Whilst the Leader had some sympathy with this view, the Commissioner had been asked about this and it was understood that given the uncertain timing of any potential local government reorganisation in Surrey, the Electoral Review would continue as scheduled until such time that there was a definite reason to stop.
- 63.3 The Executive RESOLVED to:**
- i. Approve the setting up of an Informal Working Group of councillors, comprising two representatives from the three larger political Groups and one each from the two smaller political Groups, nominated by Group Leaders, together with one Independent Councillor.**
  - ii. Ask the Informal Working Group to bring forward recommendations (on the LGBCE 'Size Submission' document relating to the size of the Council from 2023) for consideration at the Executive's February 2021 meeting at the latest so that the Executive can, in turn, make recommendations for the Full Council to debate at its February 2021 meeting.**

The meeting commenced at 6.00 pm and concluded at 8.27 pm

Chairman

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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**WAVERLEY BOROUGH COUNCIL**

**COUNCIL**

**15 DECEMBER 2020**

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**Title:**

**UPDATE TO GENERAL FUND MEDIUM TERM FINANCIAL PLAN 2021/22 – 2024/25**

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**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

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**1. Purpose and summary**

- 1.1 Following on from the Contingency Revised Budget agreed at Full Council in August, a commitment was made to undertake an update to the Medium Term Financial Plan (MTFP) including a review of the longer-term effect of the pandemic on the Council's future financial resilience, taking account of the wider economic conditions. It was agreed that this should be reported to Council no later than its December meeting.
- 1.2 This report contains the outcome of that review which has resulted in an increase to £7.9million in the projected net budget shortfall for the four year medium term which is now estimated to comprise a £17.1million gross shortfall against which currently only £9.1m of compensating measures have been identified. While Covid is one key direct driver in this, other consequential factors still leave an unresolved recurring annual deficit for 2024/25 and beyond projected at £1.2m per annum..
- 1.3 The principal aim of the revised MTFP is to protect core services so a one off repurpose of earmarked reserves in 2021/22 is likely to be necessary if government funding continues to fall short of meeting the full impact of COVID-19 on the Council's finances. Clearly drawing on reserves to fund ongoing costs is not a sustainable position given that Waverley has very limited General Fund reserves. The budget and MTFP projections are being prepared with a range of assumptions made in very uncertain economic conditions therefore the figures are volatile, particularly with regard to the timing and extent of recovery of income streams impacted by the pandemic.
- 1.4 The February 2020 MTFP already included some challenging targets supported by a range of strategies and it is crucial that these continue to be fully supported and remain the central focal point for addressing the budget shortfall.
- 1.5 This report contains the following Annexes:

- Annexe 1 – General Fund MTFP update at October 2020
- Annexe 2 – Contingency budget ongoing impact schedule
- Annexe 3 – Update to projected reserves position

## 2. Recommendation

2.1 The Executive RECOMMEND that Council:

1. Approve the updated forecast and assumptions in the latest Medium Term Financial Plan and request that a full review of the Plan is brought to Council in February 2021 alongside the draft 2021/21 Budget report; and
2. Agree that capital receipts are applied to fund business transformation and efficiency projects as allowed under the statutory provisions.

## 3. Reason for the recommendations from Executive to Council

3.1 The budget is a major decision for the Council and setting a balanced budget is a statutory requirement. As a result of the sudden and unexpected COVID-19 impact, the Council had to act quickly to take steps to address the significant projected net budget shortfall so that the Council can continue to function. A revised budget for 2020/21 was set in August and Council asked that the medium term financial projections are updated in December, ahead of the budget setting process in February 2021. The Medium Term Financial Plan projects future financial pressures and opportunities to enable the Council to take action to ensure sufficient funding is in place to deliver services.

## 4. Background

4.1 The 2020/21 budget and MTFP included a range of estimates based on assumptions which, at the time the budget was set, were deemed to be robust and deliverable overall. However, the sudden, unexpected and material adverse impact of the COVID-19 pandemic necessitated a thorough review of the Council's in-year budget which identified a projected budget deficit of £6.6million as shown in the summary below. The Contingency Revised Budget also highlighted the risk that the Council may not have yet identified all of the impacts and that the pandemic may not be controlled as currently envisaged, these have been addressed in the updated MTFP projections.

<b>Contingency Revised Budget Summary 2020/21</b>	<b>£</b>
Leisure facilities	£2.7m
Car park income	£2.0m
Property income	£0.7m
Planning and land charges income	£0.6m
Other costs and loss of income	£0.6m
<b>Total estimated budget deficit</b>	<b>£6.6m</b>
Agreed actions to address the deficit:	
Cost saving and efficiency measures	£2.3m

Government one-off grant	£1.5m
One-off draw on reserves	£2.8m
<b>Total</b>	<b>£6.6m</b>

The government has so far given the Council £1.527million of COVID-19 support grant towards its £6.6million 2020/21 projected budget deficit, and the Council estimates that it may be eligible to claim £2.3million from the government's compensation scheme for lost income from fees and charges. This year's claim is not certain yet and it is not clear yet if the government will continue the compensation scheme into next year.

### Revised Budget Shortfall Summary.

- 4.2 The Council's MTFP has been updated to include the latest General Fund projections, including the reserves earmarked for specific purposes, that may have to be drawn upon to meet the budget shortfall. This report sets out the emerging pressures, risks and the projected budget shortfall over the next four years. The report also develops existing strategies for addressing the shortfall to protect vital services and put the council in a more sustainable financial position.
- 4.3 This report does not present a balanced position and highlights a significant unresolved funding shortfall over the medium term and, due to the current fluidity of the economic conditions within which the MTFP is framed, it will be necessary for a further review to be considered by the Council alongside the budget setting report for 2021/22.

The following table shows the total projected change in the forecast gross budget shortfall (before mitigating measures) since the MTFP was agreed in February.

	2021/22	2022/23	2023/24	2024/25	
	Change from 2020/2021 Base	Change from 2021/2022 Base	Change from 2022/2023 Base	Change from 2023/2024 Base	Total
	£000	£000	£000	£000	£000
Projected Shortfall Feb 2020	1,270	1,280	980*	0*	3,530
Projected Shortfall Oct 2020	3,873	136	540	143	4,692
<b>Total change per year</b>	<b>2,603</b>	<b>-1,144</b>	<b>-440</b>	<b>143</b>	<b>1,162</b>

\* February 2020 MTFP extended to 2023/24, the Oct 2020 revision includes 2024/25

- 4.4 The updated MTFP projection is included in **Annexe 1** which details the revised projections and assumptions for the four year period. This is further illustrated with graphs at **Annexe 1**. The changes from the February position are based on a review of the ongoing impact of the items identified in the Contingency Revised Budget, new emerging issues and cost pressures.

### Key Assumptions

- 4.5 The detail of the estimated ongoing impact of the pandemic is included on **Annexe 2** which builds on the contingency revised 2020/21 budget. The underlying assumption is that the income streams will fully recover within the time period of the MTFP.
- 4.6 Due to the significant financial pressures resulting from the pandemic, it will take a number of years for some income to recover to normal levels and therefore will require the identification of short or longer term measures to address this. Any change of use of earmarked reserves does not resolve the ongoing budget pressure and will require a resolution in the following year, this is represented by the line "Previous year net deficit" in the table above. Specific detail on the line items in the table is given in the following paragraphs.
- 4.7 Inflation - including pay and contractual increases assumes that inflation will not increase beyond 2% in line with the Bank of England's commitment. The inflation figure now includes all contractual increases resulting from non inflation related increases such as pay grade incremental progression and the refuse and recycling contractual increase resulting from growth in the property base. Inflationary increases on income streams such as fees and charges are included as part of the commercial strategy target.
- 4.8 Waverley currently retains £2million of the £38million business rates collected as its core funding for general fund services. The main element of this amount, approximately £1.8million, is derived from a Government formula which determines each Council's safety net position against its 'baseline need' for funding. The second element, approximately £0.2million, is related to the total Rateable Value (RV) of business premises in the borough which is affected by physical properties and the RV assessed by the Government's Valuation Office. This can also fluctuate according to appeals from rate payers. The Government is committed to reviewing business rate funding for local authorities and its 'relative needs' calculation. Waverley's MTFP forecasts significant reductions in Government funding over the next four years. This review has already been delayed for several years and it has announced recently that the review is delayed again. This delay has been reflected in the reprofiling of the Business Rate Retained Income reduction in the MTFP and relieves cost pressure in 2021/22. Officers have taken a cautious view of the impact of these reviews on Waverley's budget given previous past experience of redistribution formula. District and borough councils across southern England would tell a similar tale, and further lobbying is being undertaken with local Members of Parliament and the Local Government Association on this issue, as the Government prepares its 'Fair Funding Review' and its proposed new policies on devolution.
- 4.9 The government has indicated that the 2021/22 finance settlement will be a one year settlement, again. The assumptions such as the historical correction of the £0.8million negative grant, loss of Retained Business Rates and reduction in New Homes Bonus in the February MTFP are still valid. These will be covered in the 2021/22 budget report in February 2021 when more detail is known from the Government.
- 4.10 Investment property contributed a £0.742million cost pressure to the Contingency Revised Budget before mitigation from the Investment Property Void provision. This



pressure has been resolved by the expected resolution of the Wey Court East void, a number of lease regears within the current property portfolio and the anticipated completion of an investment property acquisition. The balance of the investment property £1.2million target over the MTFP period yet to be achieved is included in the ongoing funding identified below.

- 4.11 Treasury management interest has been achieving an average return of 1.1% prior to the pandemic, netting the General Fund £0.577million. Since then the Bank of England reduced the base rate from 0.75% to 0.1% in March and due to the significant economic uncertainty the rates available on fixed term fixed rate money deposits has reduced to 0.2%. The immediate impact of the rate reduction is mitigated by the strategy in recent years to place cash deposits over longer terms where the rates were better. These will unwind over the next 18 months. The long term forecast does not indicate an increase in the base rate in the MTFP period.
- 4.12 In common with many other councils, it is proposed that under these challenging financial circumstances, Waverley should take advantage of the government's time limited Flexible Capital Receipts scheme to utilise capital receipts to fund business transformation projects that deliver efficiencies and savings. A schedule is being compiled of projects from the Corporate Projects list including the cost of the Business Transformation team. This will be submitted to government for approval. As this is a new policy approach, a specific recommendation has been included in this report.

### Addressing the Budget Shortfall

- 4.13 The cumulative deficit to be resolved by the end of the MTFP period 2025 is £17.1million (see annexe 1). In Feb 2020 £3.5m in mitigating savings measures had been identified. In order to still achieve a sustainable and balanced budget in the medium term, all projected shortfalls in funding must be resolved with an ongoing resolution. The table below shows a summary of the profiling of the budget deficit and an update to the measures identified in the February plan to address this. The table shows a significant unresolved balance still to identify in the coming weeks ahead of the formal budget setting process.

	2021/22	2022/23	2023/24	2024/25	
	Change from 2020/2021 Base	Change from 2021/2022 Base	Change from 2022/2023 Base	Change from 2023/2024 Base	Total
	£'000	£'000	£'000	£'000	£'000
October 2020 updated February 2020 increase on previous year base	3,873	136	540	143	4,692
Oct 2020 updated on previously identified Feb 2020 savings proposals	-912	-929	-1,053	-595	-3,491
<b>Funding yet to be identified to be met from Government Funding, further savings or one-off use of earmarked reserves</b>	<b>2,961</b>	<b>-793</b>	<b>-513</b>	<b>-452</b>	<b>1,201</b>

The full detail is set out in **Annexe 1** and specific items discussed below.

### **Council tax**

- 4.14 The table on **Annexe 1** shows three aspects to council tax income (1) an inflationary uplift at the maximum permissible under the governments referendum principles (2) a modest forecast of tax base growth that is eroded by any increase in the number of people claiming Council Tax Support and (3) a surplus or deficit on the planned collection rate each year.

The amount of council tax that will be paid to each of the precepting bodies, including Waverley, Surrey County Council and the parish and town councils, is fixed for the financial year. Any variation in actual compared to estimated forecasts used in calculating the council tax base and/or the estimated in-year collection rate will impact in the following and subsequent years. For example, if Council Tax Support caseload and value increase above the estimated amount, or if the collection rate was lower than the assumed amount, the collection fund will fall into deficit which will be apportioned in future years. In its recent announcement, the Government has confirmed that it will allow councils flexibility to spread this impact over more than one year but the details are not yet known. Government COVID-19 support to business in the form of reliefs and grants will be fully reimbursed and not impact on Waverley's finances. The forecast included in **Annexe 1** is based upon the council tax support caseload and the collection rate as at the end of September. It is too early to judge the likely total case load until January.

- 4.15 The detail, strategy and progress behind the Investment Property, Head of Service cost review, Business Transformation and Commercial Strategy are adequately reported and available through the Value for Money Scrutiny and Executive minutes. The commercial strategy highlights the need to review existing income sources to generate additional revenue including a review of possible increments to all fees and charges. This will be covered in more detail as part of budget setting and included in the February MTFP update.
- 4.16 Part of the package of measures within the Contingency Budget was a recruitment freeze to hold back on £0.6million of vacancies following on from the Management Board decision to suspend all non-critical recruitment, review all external staff costs and suspend non-urgent spending where possible. This is proving to be an effective interim measure to help reduce costs although it must be recognised that it does place pressure on services and staff and can affect performance. The ability to and impact of continuing with these staff budget controls beyond 2020/21 is being carefully considered.
- 4.17 The non urgent expenditure review included in the Contingency Budget achieved £0.436million of savings, this will be considered as part of the 2021/22 budget setting exercise with heads of service being asked to identify the extent to which these savings can be repeated without impacting on essential services.
- 4.18 The core funding for the General Fund Capital Programme is from Revenue Contributions from the revenue budget of £1.05million. This was reduced following a corporate projects review under the Contingency Budget by £0.472million. Within the MTFP the revenue contribution may have to be scaled back again to balance

the budget, acknowledging that this may reduce investment in existing and new facilities and assets. Clearly, there will be need to be a proper assessment of the impact of this reduction on health and safety and the potential deterioration of assets and this will be done as part of the budget review and updated in the February MTFP.

### **Earmarked and non-earmarked reserves and provisions.**

- 4.19 A summary of the projected impact of the pandemic on the available reserves is included on **Annexe 3**. In line with the Contingency Budget agreed recommendation, the additional Sales, Fees and Charges compensation grant (£2.3million) claimed in 2020/21 will be used to replenish the reserves. It is not yet certain how much of the claim will be received.
- 4.20 The Property Investment Void provision is an important revenue mitigation supporting the Property Investment Strategy. Going forward this provision is intended to be maintained at a sufficient level to limit the impact in the event of rent loss due to a void period (such as Wey Court East). Until the property portfolio is fully established and self sustaining, it will require a contribution from the New Homes Bonus to replenish the provision.
- 4.21 The future financial resilience of the council is dependant upon the availability of reserves to manage financial shocks such as more lockdowns. Ideally, the use of reserves should be limited as far as possible to mitigating the temporary impact of the pandemic net of any government assistance. It is important to therefore ensure sustainable resolutions are found where ever possible and if necessary or appropriate temporary measures such as a vacancy freeze to limit the need to call upon reserves, which should always be a last resort.

### **Risk and Impact**

- 4.22 There is a risk that, if not monitored adequately, the proposed MTFP prolonged vacancy freeze, reduced capital spend and pared back service costs could put pressure on services, particularly if the Council continues to experience further pressure as a result of local or national lockdowns and the predicted wider economic downturn.
- 4.23 The MTFP 2021/22 projected base has accounted for a £2.6million reduction in income prior to subsequent recovery, this compares to £3.3million impact from the first lockdown (excluding leisure start up costs), which would be a reasonable estimate for an equivalent lockdown period in 2020/21. The equivalent government compensation would be £2.35million resulting in a net deficit of £0.95million. There is no information about the government compensation scheme in respect of subsequent years and the estimated income loss is accounted for in the MTFP.
- 4.24 The biggest single budget impact of the first lockdown has been on leisure income and the MTFP assumes that there will be no income at all during 2021/22 and a steady recovery going forwards. The impact of subsequent lockdowns on the viability of the leisure contract will need to be closely monitored as this will be a significant financial impact. Car parking income was the second biggest budget impact with an annual income of £5.2million equating to £0.1million per week. Post lockdown monitoring showed parking to be at 70% of pre COVID-19 capacity. Parking income will be zero for the duration of subsequent lockdowns, and the

MTFP assumes the capacity usage will recover over the MTFP. Changes in Planning fee income are not considered to be directly related to lockdowns and more aligned to the macro economic climate. The remaining smaller income streams in total contributed an estimated £25,000 per week to the Contingency Budget deficit.

- 4.25 The MTFP projections include costs for additional capacity in Housing Benefit and Revenues team to cover the increased workload and also additional PPE expenditure. This insulates the cost base to a reasonable degree from further lockdowns and a worsening economic climate. It is envisaged that short term spikes in community pandemic response teams will be resourced internally resulting in services levels being temporarily reduced whilst staff are deployed.
- 4.26 The MTFP projections include a moderate recovery. Any delay or adverse change in the income projection profile will result in the need to draw down additional reserves to balance the budget.
- 4.27 The impact in future years of Waverley needing to unexpectedly draw down significant value of reserves is difficult to assess but, given the £5million budget shortfall already projected in the medium term, these risks will put serious pressure on the Council's financial resilience. In the light of the COVID-19 impact, the government need to urgently give clarity to councils on the continuation of the COVID-19 Sales, Fees and Charges compensation scheme, the business rate funding and address the growing risk of business rate appeals and declining rateable values to local council budgets.

#### **Considerations for the 2021/22 and subsequent years budget setting**

- 4.28 Options for members to consider as part of next and subsequent years budget settings in the light of the challenging position are:
- car park charges
  - other charges
  - importance of property income
  - further efficiency and business transformation, including collaboration opportunities with willing partners
  - council tax to be increased by the maximum level
  - funding for growth areas will be extremely challenging and require reprioritisation of funds and service reductions in non-critical areas

#### **5. Relationship to the Corporate Strategy and Service Plan**

- 5.1 Having a robust, sustainable budget is essential to deliver all aspects of the Corporate Plan.

#### **6. Implications of decision**

- 6.1 **Resource (Finance, procurement, staffing, IT) - covered above**

- 6.2 **Risk management – covered above**

### **6.3 Legal**

The Coronavirus Act came into force on 25 March 2020, and since that date the government has introduced a significant amount of secondary legislation (statutory instruments) that has required the Council to change the way in which its services are delivered; required partner organisations and contractors to change their operational pattern, or temporarily cease operations altogether; and placed additional temporary functions within the Council's statutory powers, including additional enforcement powers in relation to businesses and additional homelessness duties.

Throughout this period the Council's Legal Services team has supported the Council's COVID-19 response by providing advice in relation to any and all suspended, additional and revised discretionary and non-discretionary functions, to ensure the Council has continued to operate lawfully in accordance with both existing and COVID-19-related legislation.

Over the coming months as the impacts of the effect of COVID-19 continue to be evaluated, that advice will continue so as to enable the Council to function lawfully in circumstances where the financial resources available to its non-discretionary and discretionary services are under far greater pressure than anticipated when the 2020/21 budget was set. Any and all further legislative changes and statutory guidance will be assessed and the Council's service supported with advice targeted to those changes, including through the Recovery, Change and Transformation programme.

### **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 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 allocated to support the delivery of the action plan.

## **7. Consultation and engagement**

- 7.1 As with the contingency budget in July/August, the revised MTFP was considered by the Value for Money Overview & Scrutiny Committee for discussion and scrutiny at their meeting on 16 November. There will also be an all-member briefing on the subject to enable councillors to receive a presentation on the main issues and ask questions ahead of the Council meeting in December. A separate briefing for O&S councillors was held in September specifically on reserves and provisions. Officers have been working with the Staff side/Union in the formation of the Recovery, Change and Transformation programme and this work will continue. In parallel to the council's scrutiny and decision making process, officers will discuss the position and proposals with Grant Thornton, Waverley's external auditors.

7.2 The Value for Money Overview & Scrutiny Committee asked for the presentation of the figures to be changed in order to show the gross baseline position, so that the significance of the year of year changes was more apparent. The Committee asked questions about the assumptions underpinning the estimates for leisure centre and property investment income going forward; and also the impact of changes in staff working arrangements on staffing costs. The Committee also reminded the Executive of the suggestions made in July regarding potential cost-saving measures. The Committee asked for an off-line briefing on the Council's reserves and provisions ahead of consideration of the formal budget-setting in January 2021.

## **8. Other options considered**

8.1 The report is an update to previously agreed projections. A range of assumptions have been made in the financial projections and a number of options are set out in the report and annexe for consideration by the Council in the coming weeks ahead of the budget setting meeting in February 2021.

## **9. Governance journey**

9.1 This report has been considered by the Executive following scrutiny by the VFM O&S Committee.

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## **Background Papers**

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

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GENERAL FUND MEDIUM TERM FINANCIAL PLAN: October 2020

Annexe 1

	2020/21 revised	2021/22	2022/23	2023/24	2024/25	Total
	Contingency revised budget	Change from 2020/21 Feb Base	Change from 2021/22 Base	Change from 2022/23 Base	Change from 2023/24 Base	
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Anticipated Budget Variations</b>						
<b>Contingency budget, on going impact</b>	5,894	2,777	-1,226	-722	-840	-11
Inflation and contractual increases		478	524	569	616	2,187
Housing benefit admin grant		0	30	30	30	90
Business Rate Retained Income		0	700	700	400	1,800
Investment Properties	742	-460	-262	-100		-822
Treasury management interest		298	150			448
One off capital receipts funding for Business Transformation team		-220	220			0
Borough Elections Reserve 2020/21 deferred contribution				63	-63	0
Income volatility provision: 8 weeks income loss		1,000				1,000
<b>Budget Shortfall</b>	<b>6,636</b>	<b>3,873</b>	<b>136</b>	<b>540</b>	<b>143</b>	<b>4,692</b>
	<i>From Feb Base</i>	3,873	4,009	4,549	4,692	
	<i>Total over MTFP</i>		7,882	12,431	17,123	

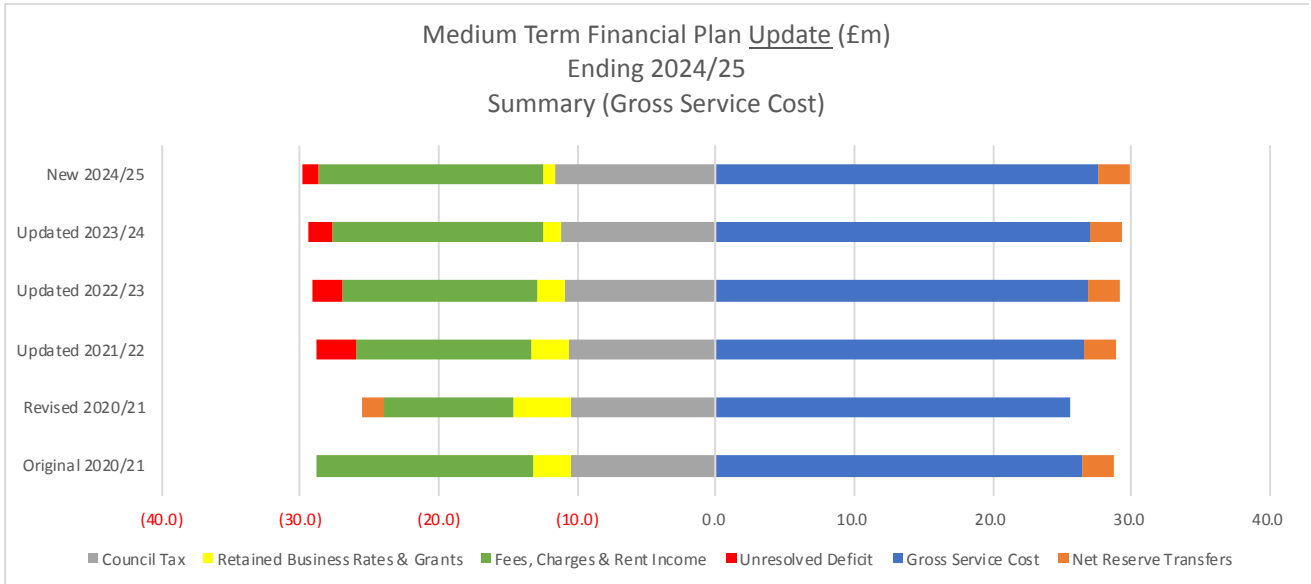
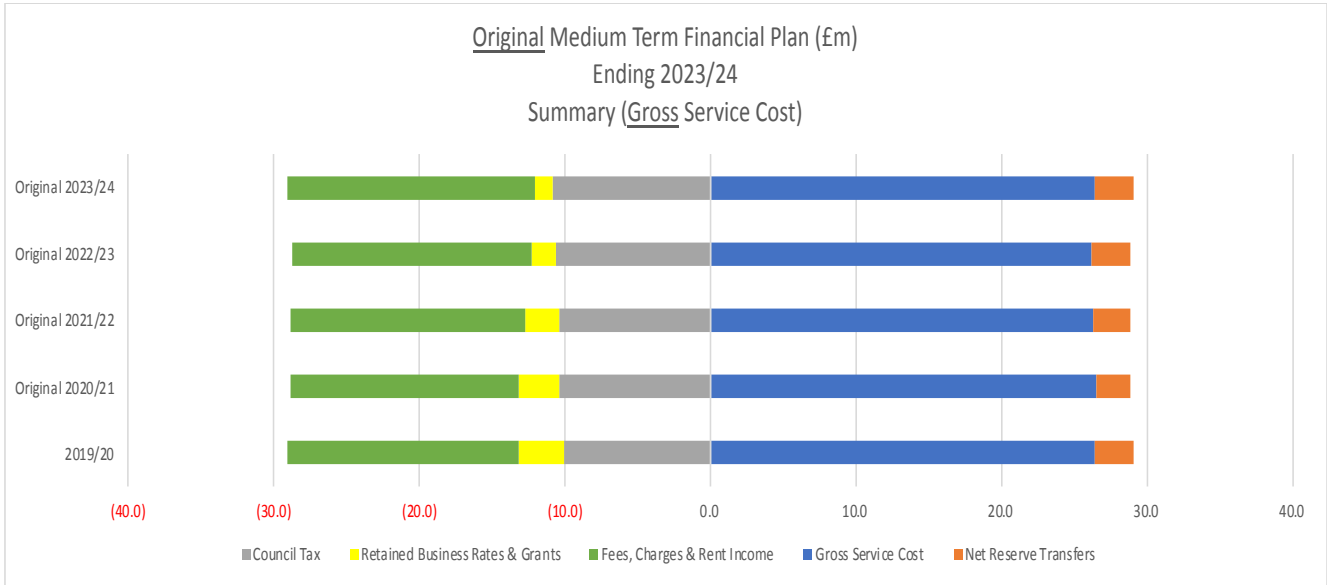
<b>Addressing the Budget Shortfall</b>						
Council tax increase - 1.9%/1.99%		-207	-240	-273	-307	-1,027
Council tax change in tax base		-28	-28	-28	-28	-112
Council tax collection fund surplus / deficit		120	-40	-40	-40	0
Investment Property income target - Balance of £1.2m		-340	-38	-200		-578
Head of Service Cost Review 2019/20 ongoing impact		-191	-63	-13	0	-267
Business Transformation		-121	-400	-379	-100	-1,000
Commercial Strategy		-145	-120	-120	-120	-505
Staff salaries: vacancy saving from a recruitment freeze	-600	0				0
Cancelled revenue contributions to reserves	-510		0			0
Reduction in revenue contribution to capital	-472			0		0
<b>On going base budget reductions</b>	<b>-1,582</b>	<b>-912</b>	<b>-929</b>	<b>-1,053</b>	<b>-595</b>	<b>-3,491</b>
	<i>From Feb Base</i>	-912	-1,842	-2,895	-3,491	
	<i>Total over MTFP</i>		-2,754	-5,649	-9,140	

<b>Budget Shortfall: recurrent deficit</b>	<b>5,054</b>	<b>2,961</b>	<b>2,167</b>	<b>1,654</b>	<b>1,201</b>	<b>7,983</b>
	<i>Total over MTFP</i>		5,128	6,782	7,983	

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# Annexe 1



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Contingency budget, on going impact

Contingency budget, on going impact	Contingency revised budget						
	2020/21 revised	2021/2022	2022/2023	2023/2024	2024/2025	Total	
	in year change from 2020/2021 Base	Change from 2020/2021 Original Base	Change from 2021/2022 Base	Change from 2022/2023 Base	Change from 2023/2024 Base		
	£000	£000	£000	£000	£000	£000	
Planning Income Pressure	454	250	-250			0	Based upon performance against contingency budget, assumes will recover due to development pressure in Local Plan.
Leisure Centres	2,744	523	-177	-177	-169	0	Assumes recovery will graduate back up to 2024/25
Car Parks General	1,994	1,590	-590	-500	-500	0	Assumes 30% down pre COVID-19 on £5.2m budget, reflects monitoring at end of Sept
Land Charges	106	50	-50			0	Reflects monitoring end of Sept. Assume property sales will fully recover
Parks and Countryside	59	0				0	Will be contained within business as usual budgets
Borough Hall	56	25	-25			0	Nursery is back, larger events are challenging due to social distancing
Building Control	46	46	-46			0	Reflects contingency budget, this is panning out as estimated, assume will recover due to Approved Inspectors exiting the market
Memorial Hall	38	38	-38			0	Biggest income is weddings, will be restricted for a period of time
Careline	23	25	-25			0	Removal of supporting people funding and assumes service growth will be achieved
Council Tax and Business Rates debt summons charges	83	123	-25	-25	-65	8	Courts not functioning and COVID-19 impact on ability to enforce debt recovery due to hardship.
Financial Expenses	-40	0				0	COVID-19 impact on car parks closure reduced transaction cost, this will return to a normal level.
Green Waste Recycling	-19	-19				-19	Increase in take up on service
COVID-19 - PPE	9	20		-20		0	Will be required ongoing at £1,600 per month
COVID-19 - Additional Staffing Revenues and Housing	205	106			-106	0	COVID-19 impact on tax recovery capacity
COVID-19 - Admin Town and Parish contribution from grant	80					0	One off contribution
COVID-19 - Additional cleaning staff	40					0	Going forward will be contained within original budget
COVID-19 - Biffa bring site additional servicing	37					0	
Other small variances	-22					0	
Debt write off provisions						0	Assess this in December alongside Collection Fund estimates
Council Tax hardship relief						0	Rely upon the government funding before committing Waverley budget
Investment Properties	742						Contingency budget gross of void provision drawdown
<b>Total: Contingency budget, on going impact</b>	<b>6,635</b>	<b>2,777</b>	<b>-1,226</b>	<b>-722</b>	<b>-840</b>	<b>-11</b>	

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Update to projected reserves position	Annexe 3		
	2020/21	2020/21 revised	2021/2022
	Pre COVID-19 balance	Contingency revised budget	Projected opening reserves 2021/2022
	£`000	£`000	£`000
<b>Earmarked reserves:</b>			
Flexible Homelessness Support Grant	(974)	474	(500)
Commercial Property Void provision	(425)	425	0
Emergency Funding	(17)	17	(0)
Climate change	(300)	0	(300)
Brightwells reserve - licence from Dogflud	(311)	296	(16)
Local Plan reserve	(236)	0	(236)
Place shaping	(320)	188	(132)
Investment Advisory Board	(2,432)	418	(2,014)
Revenue Reserve Fund - Capital Programme funding	(197)	0	(197)
Insurance reserve - MMI run off	(188)	0	(188)
Insurance reserves	(566)	0	(566)
Borough Elections reserve	(63)	0	(63)
Business Rates Equalisation reserve	(3,850)	649	(3,201)
SANG site acquisition	(1,000)	200	(800)
<b>Total Earmarked Reserves:</b>	<b>(10,880)</b>	<b>2,668</b>	<b>(8,212)</b>
General Fund working balance: min balance £3.2m *	(3,406)	206	(3,200)
<b>Total General Fund Useable Revenue Reserves</b>	<b>(14,286)</b>	<b>2,874</b>	<b>(11,412)</b>

\* 2020/21 Sales, Fees and charges compensation claimed of £2.3m, will be used to replenish reserve:

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**WAVERLEY BOROUGH COUNCIL**

**COUNCIL**

**15 DECEMBER 2020**

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**Title:**

**Revised Waverley Corporate Strategy 2020-2025**

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**Portfolio Holders:** Cllr John Ward, Cllr Paul Follows

**Head of Service:** Robin Taylor, Head of Policy & Governance

**Key decision:** No

**Access:** Public

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**1. Purpose and summary**

- 1.1 A review of the Corporate Strategy has been undertaken over the last six months and this report presents the outcome of the consultation process and the resulting Corporate Strategy for adoption.

**2. Recommendation**

The Executive RECOMMEND the Corporate Strategy, set out at Annexe 1, to Council for adoption.

**3. Reason for the recommendation**

To adopt a revised Corporate Strategy taking into account the new challenges facing the Council over the next few years.

**4. Background**

- 4.1 The Council's Corporate Strategy is of significant importance for setting the direction of the Council for the next five years. It sits above all other strategies and policies and informs the service delivery and business programme for council services. The delivery mechanism for the Strategy is an action plan which in turn is reflected in the Service Plans for each service area. These Plans are also an essential part of the performance management framework. Each member of staff will have agreed annual targets in order to ensure the effective delivery of the Council's strategic priorities.
- 4.2 The current Corporate Strategy was first published in 2019 and since then the Council has faced the significant impact of the coronavirus pandemic, the recession, continuing uncertainties over Brexit, possible Government devolution proposals and the overall financial implications of all of these. The Corporate Strategy has been reviewed in order to be ready to respond to these

uncertainties.

- 4.3 The Corporate Strategy has been considered by each of the Overview & Scrutiny Committees during the November cycle and the following comments have been put forward for consideration:

**Environment O&S - 11 November 2020:**

- Reservations were expressed about the vision being a list of statements rather than one concise vision statement.
- The safety of residents wasn't expressed strongly enough.
- Priorities should be 'Strategic Priorities'

**Value for Money O&S - 16 November 2020**

- More detail needed on Environment and Housing sections.
- Reservation about the vision not being able to be envisaged.
- Suggest it should be 'Strategic Objectives'

**Community Wellbeing O&S – 17 November 2020**

- Consideration of mental health should be made more strongly including suicide prevention
- Safety of residents should be made more strongly
- A good action plan is needed

**Housing O&S – 23 November 2020**

- References to the Climate Emergency Action Plan should be changed to say Carbon Neutrality Action Plan.
- Suggest changing "Waverley Borough Council is an authority that promotes and sustains" to "Waverley Borough Council is an authority where the drive for environmental sustainability will be at the heart of all it does"
- The wording of the vision should be forward looking.

**5. Relationship to the Corporate Strategy and Service Plan**

- 5.1 This report details the revised Corporate Strategy proposals.

**6. Implications of decision**

**6.1 Resource (Finance, procurement, staffing, IT)**

The financial implications of the new strategy, if adopted, will drive changes in the Medium Term Financial Plan and the Annual Budget which will be taken through the committee process separately. The strategy puts importance in careful financial management and affordability of plans.

**6.2 Risk management**

The scrutiny process gives an opportunity to examine the potential risks arising from the corporate objectives. The Corporate Performance Report allows for an ongoing assessment of any risks as a result of underperformance and the monitoring of improvement or mitigation actions put in place to address potential issues.



### **6.3 Legal**

There are no legal implications arising directly from this report.

### **6.4 Equality, diversity and inclusion**

The equality impact assessment undertaken on the original Corporate Strategy will be reviewed and any implications brought to the attention of the Executive.

### **6.5 Climate emergency declaration**

The Corporate Strategy sets out the Council's environmental and sustainability objectives and how these will be delivered through the Action Plan.

## **7. Consultation and engagement**

7.1 Two Corporate Strategy Councillor workshops were held on 7<sup>th</sup> and 9<sup>th</sup> September and the draft Strategy was presented to the September cycle of O&S meetings. Further feedback was obtained on the revised version from the November cycle of Overview & Scrutiny meetings and these comments are set out at 4.3 above.

## **8. Other options considered**

8.1 None.

## **9. Governance journey**

9.1 The Overview and Scrutiny Committees passed on their comments and recommendations to the Executive who will consider any final changes before the Strategy is considered for approval by Council in December.

## **Annexes:**

Annexe 1 – Revised Corporate Strategy 2020-2025

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## **Background Papers**

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

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## **CONTACT OFFICER:**

Name: Louise Norie  
Position: Corporate Policy Manager  
Telephone: 0148 3523464  
Email: [louise.norie@waverley.gov.uk](mailto:louise.norie@waverley.gov.uk)

Agreed and signed off by:

Legal Services: N/A

Head of Finance:

Strategic Director:

Portfolio Holder: 30 October 2020

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## **Corporate Strategy 2020-25**

### **Introduction by Leader and Deputy Leader**

Since our Corporate Strategy was first published in 2019 we have all experienced unprecedented change and challenge. In particular, as well as maintaining our critical services, Waverley Borough Council has done an amazing job in responding to the coronavirus pandemic, supporting the vulnerable in our community and helping local businesses, alongside the health and emergency services and other councils.

Despite facing further uncertainty, we felt that now is a good time to review our objectives as a council and to reflect on the work and measures we have put in place to ensure the continued delivery of our services. Some of these measures have created new opportunities to work in different and more agile ways.

We are facing huge uncertainties and our revised Strategy needs to consider how this Council will respond to these uncertainties in order to protect service delivery and the interests of our residents.

### **Financial Management**

Before coronavirus, we were facing a large financial challenge due to cuts in government funding. Through careful financial management we put measures in place through our Medium Term Financial Plan to secure continued service delivery and to respond to the emergency of climate change. However, as a result of the pandemic we are now facing further financial challenges and the likelihood that the local economy and employment will be impacted by recession. We have maintained ambitious objectives in our revised strategy; however, we recognise that these will need to be affordable so our plans will be costed carefully to secure our desired outcomes. We will maximise the use of our assets and work imaginatively to source income, including grants and other funding, whilst protecting those on low incomes.

### **Devolution**

At the time of reviewing our strategy the Government's proposals on devolution were unknown. However, should proposals be forthcoming we would want a solution that is in the best interests of Waverley's residents as we value the importance of delivering services locally and on a scale where knowledge of community matters. We do not consider one single authority covering the whole of Surrey's 1.2 million inhabitants, such as the scheme suggested by Surrey County Council, is the best option for residents. Waverley Borough Council passed a resolution in favour of a more localist approach and against such a large unitary authority and we will therefore be working collaboratively with other Surrey councils to secure the best outcome for our residents both financially and in terms of locally focused services.

### **Health and Wellbeing**

This strategy recognises that the impact of the pandemic may well last for some time and will continue to have an effect on the health and wellbeing of our residents, many of whom are elderly. Through the work we have done on understanding health

inequalities we know we can make a positive impact on the wider determinants of health such as housing, employment and lifestyle choices. Health outcomes vary widely throughout the borough and it is ever more important that we continue to work closely with our partners in the health and social care services, neighbouring councils, emergency services, cultural and leisure providers and the voluntary and faith sectors to protect and support our residents to live long and healthy lives.

### **Climate Emergency**

In September 2019 the Council declared a climate emergency with an aim to becoming a carbon-neutral council by 2030, within the financial and other constraints laid upon us. Our determination to take urgent action to reduce carbon emissions and conserve biodiversity is embedded in our Corporate Strategy and continues to be an overarching aim. The climate impact of some of our decisions in the coming months and years may not be evident immediately but we are confident that our Carbon Neutrality Action Plan will ultimately produce beneficial results for our communities. This is not something we can do alone and we will be working with the local community, parish and town councils and all other relevant agencies to support making the entire area carbon-neutral by 2030 – as well as encouraging residents to do their bit to help create a greener, more sustainable and environmentally-friendly borough.

Achieving the target will require additional powers, funding and other resources from central government, so the council will be seeking opportunities to make the case for these to local MPs, Ministers and government agencies.

### **Our Commitment**

Despite the uncertainties facing us in the coming years we will work hard to support our communities to withstand the economic and social pressures facing us by delivering services which are more resilient, accessible and ultimately stronger as a result of our experiences in the last year. In order to realise our vision and objectives a Corporate Strategy Action Plan will demonstrate the progress made and the outcomes achieved.

Signed

Leader

Deputy Leader

## Vision

*Our vision is that Waverley will be environmentally, economically and financially sustainable with healthy, inclusive communities and housing available for all who need it.*

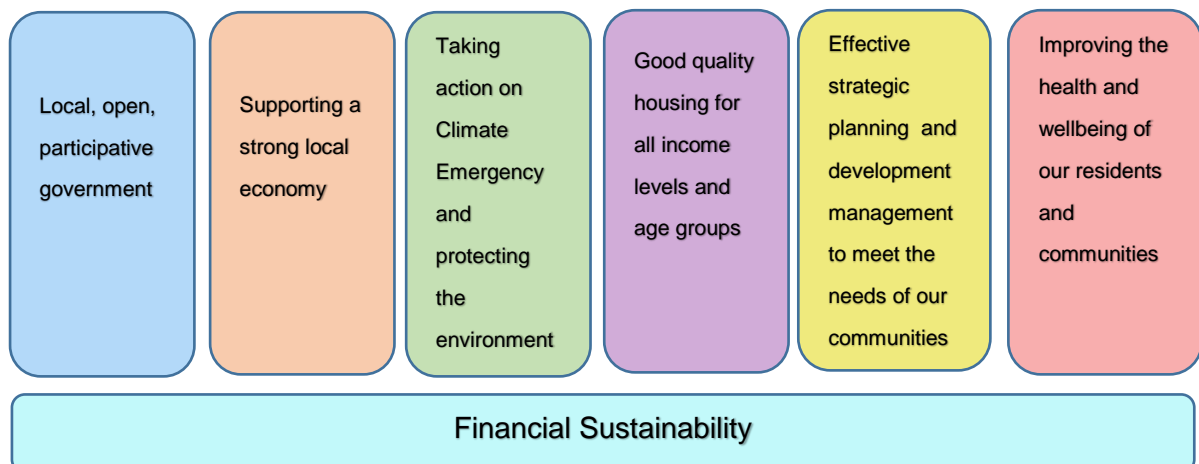
We will promote:

- open, democratic and participative governance
- the value and worth of all residents, with opportunities for all, regardless of race, age, disability, religion, gender or sexual orientation, income or wealth
- high quality public services accessible for all
- a financially sound Waverley, with infrastructure and resilient services fit for the future
- a strong, resilient local economy, supporting local businesses and employment
- housing to buy and to rent, for those at all income levels
- effective strategic planning and development management which supports the planning and infrastructure needs of local communities
- a sense of responsibility by all for our environment, promoting biodiversity, championing the green economy and protecting our planet
- the health and wellbeing of our communities.

Our strategic priorities:

- ✓ Local, open, participative government
- ✓ Supporting a strong, resilient local economy
- ✓ Taking action on Climate Emergency and protecting the environment
- ✓ Good quality housing for all income levels and age groups
- ✓ Effective strategic planning and development management to meet the needs of our communities
- ✓ Improving the health and wellbeing of our residents and communities

*(for illustrative purposes only)*



We cannot achieve our priorities without a sound financial future achieved by careful budgeting and a robust Medium Term Financial Plan. This will depend on making significant savings in expenditure in the next few years as well as securing new income, funding and grant opportunities.

We will deliver savings through a major change programme in the next three years as well as implementing robust Commercial and Investment Strategies. However, central government has a vital role to play in providing financial certainty for local government and we will be lobbying them to secure a fair and future proofed financial settlement.

## **Local, open, participative government**

We are committed to an open, inclusive approach to communications and decision-making.

We will achieve this by:

- ✓ continuing to ensure easy access to council meetings either on-line or in person with opportunities for public speaking;
- ✓ encouraging participation in local democracy by everyone in the community including local forums to consider current issues.

## **A strong, resilient local economy**

We will support new and existing businesses and seek to attract new enterprises and employment opportunities focusing on economic, social and environmental outcomes.

We will achieve this by:

- ✓ implementing Waverley's Economic Development Strategy 2018-32 and the Economic Development COVID-19 Action Plan 2020/21
- ✓ actively engaging and supporting local businesses, both large and small to understand business needs
- ✓ working with partners such as the Enterprise M3 Local Economic Partnership to promote the borough to new businesses and to identify sources of funding and support.

## **Climate Emergency and the environment**

Our aim is to become a net zero-carbon council by 2030, encouraging carbon reduction and the promotion of biodiversity and sustainable homes, businesses and transport across the borough.

We will achieve this by:

- ✓ implementing Waverley's Carbon Neutrality Action Plan
- ✓ promoting reduction and re-use as well as recycling so as to achieve our targets on household waste and recycling

- ✓ promoting a pedestrian-friendly and cycle-friendly transport network
- ✓ taking action on air quality issues, especially those caused by vehicle emissions, and encouraging zero-carbon buses and taxis
- ✓ working with partners to ensure the environmental stewardship of our open spaces are of the highest quality including the promotion of biodiversity, rewilding and the phasing out of pesticide use other than in exceptional and defined circumstances
- ✓ making Waverley Borough Council a zero carbon organisation, including the offices and other assets, by working with staff and partners to implement carbon reduction schemes and other projects.

## **Good quality housing for all income levels and age groups**

We will optimise the availability of housing that meets the needs of local people at all income levels and which is sustainable and energy efficient.

We will achieve this by:

- ✓ delivering Waverley's new Housing Strategy to ensure homes are the right homes in the right places and that they are truly affordable for those who need them
- ✓ preventing homelessness and meeting housing needs, including needs for supported accommodation and housing for older people
- ✓ working in partnership with social housing providers to deliver good quality homes, building and managing communities which are sustainable in the long term
- ✓ continuing to secure affordable housing on new developments in line with planning policy and ensuring developers meet their planning obligations.

We aim to be the best council landlord in the South East and to be acknowledged so by our tenants.

We will achieve this by:

- ✓ ensuring all our tenants have a safe, warm, high quality, energy efficient and affordable home
- ✓ providing services and support that our tenants need
- ✓ ensuring all new homes on council land achieve energy efficiency level A
- ✓ ensuring the service is financially robust to support improvements to our homes and the building of new homes

## **Effective strategic planning and Development Management to meet the needs of our communities**

Our aim is to ensure that our Local Plan and neighbourhood plans are consistent with meeting local needs and protecting the natural environment.

We will achieve this by:

- ✓ delivering Local Plan Part 2 by December 2021

- ✓ supporting the production of Neighbourhood Plans which are consistent with local needs
- ✓ engaging with central government to influence the outcome of the 'Planning for the Future' proposals to safeguard good development in the borough
- ✓ spending the Community Infrastructure Levy fairly and transparently to deliver the strategic and local community infrastructure necessary to support growth

## **Major Projects**

We will continue to work with Crest Nicholson and Surrey County Council to achieve the best possible outcomes for residents from the Brightwells regeneration scheme and we will support Dunsfold Aerodrome Ltd to deliver Dunsfold Park Garden Village.

## **Health and wellbeing of our residents**

We will use our power and resources to protect the health and wellbeing of all our residents, especially our vulnerable residents, during the coronavirus pandemic and afterwards, to support the capacity of our health services and to mitigate the negative effects of the recession.

We will achieve this by:

- ✓ having robust business continuity plans in place to meet future emergencies and challenges to our ability to deliver services
- ✓ working closely with the Local Resilience Forum

Through the wide variety of services we provide we will seek to reduce health inequalities and support our communities by

- ✓ supporting affordable access to cultural, sports and leisure facilities, open spaces and recreational areas
- ✓ delivering improvements to services across the borough, focusing on health inequalities and where need is greatest
- ✓ continuing to support and work in partnership with our community stakeholders, voluntary and faith organisations to provide vital services to our most vulnerable residents
- ✓ working closely with Health, hospitals and general practitioners, social care and neighbouring councils through the partnerships already in existence to achieve a more joined up approach for the whole borough to improve the health and wellbeing of all our residents
- ✓ using our strategic housing and landlord role to provide healthy homes and to support and guide social housing providers in improving resident wellbeing
- ✓ supporting the most vulnerable in our communities, particularly those experiencing social isolation, loneliness and poor mental health
- ✓ paying benefits quickly and efficiently, in accordance with targets, to support those on low incomes
- ✓ supporting an increasing number of young people into employment through Waverley Training Services and apprenticeships



- ✓ improving and developing engagement through the Safer Waverley Partnership with all stakeholders to better control crime and anti-social behaviour

### **New Ways of Working**

As a result of the coronavirus pandemic, we have had to adopt new agile ways of working which has brought a number of benefits.

We have been able to conduct our council meetings on-line whilst continuing to web cast them and we have enabled all our staff to work effectively from home. We will continue to embrace new technology to increase working efficiency through the delivery of our ICT Strategy. As part of this strategy we have formed a new centralised customer service team which will improve our capacity to respond to customers quickly and efficiently. Through our enhanced use of technology we can also reduce our reliance on paper by largely phasing out printed agendas and reports by December 2022, continuing and enhancing suitable arrangements where appropriate. This will support our cost reduction and climate and sustainability strategy but will be dependant on the control of the Covid virus and resumption of "live" meetings.

We will also continue to explore shared opportunities with other local authorities to work at scale where there are benefits to be achieved for our residents.

In order to meet changing circumstances we will embrace new ways of working whilst maintaining standards, improving public participation and caring for our staff.

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 9 NOVEMBER  
2020

SUBMITTED TO THE COUNCIL MEETING - <DATE>

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

**Present**

Cllr Robert Knowles (Chairman)	Cllr Jerry Hyman
Cllr Roger Blishen	Cllr Anna James
Cllr Jerome Davidson	Cllr Jacquie Keen
Cllr Michael Goodridge	Cllr Ruth Reed

Cllr Peter Isherwood (Substitute)

**Apologies**

Cllr Martin D'Arcy, Cllr Patricia Ellis, Cllr Maxine Gale and Cllr Michaela Martin

**Also Present**

LIC16/20 MINUTES (Agenda item 1.)

The minutes of the meeting held on 30<sup>th</sup> July 2020 were agreed as a correct record.

LIC17/20 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 2.)

Apologies were received from Cllrs Martin D'Arcy, Patricia Ellis, Maxine Gale and Michaela Martin. Cllr Peter Isherwood attended as substitute.

LIC18/20 DECLARATIONS OF INTEREST (Agenda item 3.)

There were no declarations of interest submitted for this meeting.

LIC19/20 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4.)

There were no questions for the public submitted to this meeting.

LIC20/20 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were no questions from members submitted for this meeting.

LIC21/20 ACTION AUTHORISED (Agenda item 6.)

The Chairman reported that consultation had taken place with the Executive Director on a number of pavement licence applications since the last meeting and action had been taken.

LIC22/20 HACKNEY CARRIAGE AND PRIVATE HIRE POLICY REVIEW CHANGES TO LEGISLATION (Agenda item 7.)

Paul Hughes, Licensing & Environmental Enforcement Manager, outlined the background and content of the revised Hackney Carriage and Private Hire Policy following legislative changes. This review was necessary following receipt of the Department of Transport 'Statutory Taxi and Private Hire Vehicle Standards' and a number of Officer observations based on recent experience in administering and enforcing the policy.

Amendments to the policy had been highlighted for ease of reading and the committee were asked for comments.

The committee were advised that a number of spelling, formatting and grammatical errors had been identified following publication of the agenda and these had already been addressed by officers.

Comments raised:

- Concern was raised regarding drivers from other areas in the Borough coming to Farnham on a Saturday night to ply for trade as the other areas were not social hubs. Thus taking trade away from the Farnham drivers and also having lack of knowledge of the area so giving a bad impression of our drivers. It was asked whether this could be prevented by way of restrictions on the licenses?

Paul Hughes advised drivers were tested in depth on the town they would be based and with a general knowledge of the borough as a whole but that this could be more robust.

Gillian Carson-Jones, Litigation, Licensing and Regulatory Solicitor advised that once a hackney carriage licence was granted the drivers were able to ply their trade in the whole Borough and it was not possible to restrict access to public ranks. This had been tested in the case of R( on the application of Maud) v Castle Point Borough Council where it was held that a local authority cannot restrict where a hackney carriage can work within a district by condition (relating to use of a particular taxi rank)

- Taxi Livery – it was noted in the report that taxis would need to ensure they were not carrying livery from other neighbouring authorities, on the basis of identification and safety.
- Tinted windows – The report stated the maximum level of tinting the authority would allow. Concern was raised as to the levels factory fitted and whether drivers would know what that level was.
- It was noted that drivers would have to notify the authority of any traffic convictions within 48 hours instead of 7 days as previous. It was questioned whether this was long enough?
- The committee asked for the definition of a 'warning light' be set out in the policy so there was no confusion.

- It was queried why unsatisfactory condition of a vehicle could incur 4 points but minor vehicle defects incurred 3 points and officers were requested to further define what these categories were.
- Reports had been received regarding plastic bottles full of bodily fluids being deposited at kerbsides by taxi drivers. It was felt this should be included in the policy and reference was made to the penalty points scheme at number 46 and a separate offence of littering under the environmental protection act.
- It was noted that throughout the Policy there were comments around the policy coming into effect on 1<sup>st</sup> April 2020. Due to the delays in reviewing the policy it was agreed these dates would be changed to 1<sup>st</sup> April 2021.

The committee were reminded that the policy would be going out to consultation so many of the issues raised were likely to be subject to further review.

The committee thanked officers for their work on the revision of this policy and commended them on the focus on a duty of care to public safety, the safeguarding of children and vulnerable people and the prevention of crime & disorder.

Agreed:

The Licensing and Regulatory Committee:

- considered the draft Hackney Carriage and Private Hire Licensing Policy at Annexe 4 and agreed it, with the amendments discussed, as a basis for consultation, and;
  - noted The Department Of Transport 'Statutory Taxi & Private Hire Vehicle Standards' report;
  - noted the agreed actions from Waverley's Licensing & Regulatory Committee of 13 January 2020;
  - approved the officer recommendations on the Statutory Taxi & Private Hire Vehicle Standards' report outlined at Annexe 3;
  - noted that a number of minor administrative changes and typographical corrections have been made;
  - delegated authority for minor administrative changes, typographical corrections and grammatical changes for easier reading to be approved by the Head of Environmental & Regulatory Services.

LIC23/20 LEGAL ADVICE (Agenda item 9.)

There were no further items to discuss and no legal advice requested therefore the Chairman closed the meeting.

**The meeting commenced at 10.00 am and concluded at 11.04 am**

**Chairman**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE AUDIT COMMITTEE - 9 NOVEMBER 2020

SUBMITTED TO THE COUNCIL MEETING - <DATE>

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

**Present**

Cllr Peter Marriott (Chairman)	Cllr John Gray
Cllr Jerome Davidson (Vice Chairman)	Cllr Richard Seaborne
Cllr Richard Cole	Cllr George Wilson
Cllr Jan Floyd-Douglass	

**Apologies**

Cllr Michaela Gray

**Also Present**

Councillor Jerry Hyman

AUD 30/20 MINUTES (Agenda item 1.)

The minutes of the meeting held on 14<sup>th</sup> September 2020 was agreed as a correct record other than the following objection:

Paragraph 25.5 – Cllr Hyman requested that the words “...which in his opinion...” be struck from the minutes as he considered his comments were a matter of fact and law and not his opinion. The Chairman disagreed as he considered that it was Cllr Hymans opinion of the law/facts and suggested that it be discussed off-line.

AUD 31/20 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies were received from Cllr Michaela Gray.

AUD 32/20 DISCLOSURE OF INTERESTS (Agenda item 3.)

No disclosure of interests were submitted for this meeting.

AUD 33/20 QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

There were none.

AUD 34/20 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were none.

AUD 35/20 AUDIT ACTION LOG (Agenda item 6.)

The outstanding actions on the log were **NOTED**.

- Property Investment Strategy – was discussed at the Informal Member Meeting on Risk Register. Agreed to look at strategy at next meeting.
- AQ Investigation Lessons Learnt – this was raised at SMT on 13<sup>th</sup> October for Heads of Service to note and ensure nothing similar can happen again in any other service.
- Internal Audit Review – to be discussed March 2021.
- Risk Register – Informal Member Meeting held 5<sup>th</sup> November.
- Audit Action Plan – to be discussed March 2021.

AUD 36/20 SIAP EXTERNAL QUALITY ASSESSMENT (Agenda item 7.)

Gail Beaton, Internal Audit Manager, outlined the SIAP External Quality Assessment report.

Gail Beaton clarified the process applied by the Institute of Internal Auditors and who the partners are in the partnership.

The committee **NOTED** the report and outcomes.

AUD 37/20 ANNUAL GOVERNANCE STATEMENT - INTERIM REVUE. (Agenda item 8.)

Peter Vickers advised the Committee that this item was for them to identify any governance issues they felt needed attention.

Areas highlighted were:

- Redmond Report likely to come into legislation. Will need to move this along as it develops. WBC responded to the consultation.
- Call Ins – It was requested that the call-in procedure be discussed at next meeting.
- Terms of Reference Review – needs progressing and overlap with O&S to be considered.
- Overriding Constraints of Governance and legal compliance – it was suggested that the Council had no real system to ensure the veracity of information provided by the officers and this should be looked at.

- Suggestion that there should be a web base of questions raised by Councillors and the answers given so the answers are a matter of public record.

AUD 38/20 SIGN OFF OF EXTERNAL ACCOUNTS (Agenda item 9.)

Graeme Clark, Strategic Director, advised that the Audit Findings letter from Grant Thornton, External Auditors, had still not been submitted. He explained this was because they were struggling with getting information around the pensions (it was pointed out all Surrey partners were). The Financial Reporting Council had increased their expectations which meant the auditors had a lot more information to gather.

It was hoped to get the revised findings report this week.

The committee were disappointed with the delay. Graeme advised the delay was with the actuary not Grant Thornton.

The committee **NOTED** the update.

AUD 39/20 REVIEW OF THE INFORMAL MEETING ON THE AUDIT TERMS OF REFERENCE (Agenda item 10.)

Following the informal meeting held on 29<sup>th</sup> October it had been agreed for a further meeting to be held. The 26<sup>th</sup> November had been provisionally proposed. It was hoped that following this meeting the revised Terms of Reference could be presented to full Council early 2021.

AUD 40/20 REVIEW OF PROGRESS IN THE IMPLEMENTATION OF INTERNAL AUDIT AGREED ACTIONS (Agenda item 11.)

Gail Beaton presented the report on the progress in the implementation of the Internal Audit agreed actions.

The Committee were given a verbal report by Zac Ellwood on the outstanding actions laid out in the report.

IA20/14.001 – CIL Guide – Zac advised this was completed in July 2020.

IA20/08.002 – Out of date Enforcement Plan – This is being taken forward. Aiming for 30 March 2021 for sign off. Zac asked the committees agreement of an extension to this deadline.

IA20/08.001 – Target Response Times – This action had been delayed due to the delay in implementation of the new Horizon software. It was hoped to go live on 28 February 2021. Zac asked the committees agreement of an extension to this deadline.

IA20/17 (all) – The delay on all these actions was once again related to the implementation of the Horizon software, so it was requested by Zac for an extension date to 28 February 2021.

The Committee were disappointed with the delay in coming to provide explanations and a request for an extension. They asked if there were resources in place to complete the outstanding actions and were assured there were.

Concern was raised that the red risk areas could get worse but was assured this was not expected.

Concern was also raised over the delays in system roll outs. The Committee asked if we still have the same levels of control after the systems have been rolled out and were assured that was the case.

Graeme Clark reminded the committee that although they should be mindful of risks that many of the audits are routinely completed. He also assured the committee that a post implementation review is completed on all IT systems rolled out such as the Horizon system.

**Action: Review of controls and procedures once systems have been rolled out. Gail Beaton to discuss this with Chair and flag for the Value for Money O&S forward programme.**

Zac Ellwood explained that the current systems would be run alongside the new for a period of time to ensure a smooth transition.

The Committee **NOTED** the report and **AGREED** the revised dates for the outstanding actions.

AUD 41/20 REVIEW OF THE PROGRESS IN ACHIEVING THE AUDIT PLAN (Agenda item 12.)

Gail Beaton introduced the item and advised that paragraph 4 of the report showed those reviews which had been removed or added to the plan for 2020-21.

Lots of the reviews were work in progress.

The committee welcomed the added information to the report and Gail was asked how the budget information provided would be used. Cllr Floyd Douglas asked whether this information was used for benchmarking purposes. Gail advised it was for information only to identify how the internal audit budget was spent as we were one of only a few local authorities who had their own housing stock and this therefore makes it difficult to benchmark with others.

Cllr Hyman acknowledge that he had received 2 old reports relating to Brightwells and Memorial Hall and until he had had time to read the content he would not make any comments and he would then decide what he would do.

It was also suggested that a review of Covid and remote working be carried out to evaluate the effect on staff performance as well as their mental health.



The committee were advised that, as part of the RCT programme, the Agile Working project and Staff & People project were monitoring these effects and the lessons learnt.

The council were commended on their employee assistance programme. It was asked how much use it has had.

The committee **NOTED** the report.

AUD 42/20 FRAUD INVESTIGATION SUMMARY (Agenda item 13.)

Gail Beaton advised that there had been very little financial change to the report since the last meeting due to Covid but there had been changes in the number of cases. An updated report will be brought to the meeting in March where there would be more of an update that will include the activity up to quarter 3.

Gail was asked if there had been any systematic changes during lockdown? She advised that the teams had been working with the appropriate government agencies in relation to the award of covid grants when any dubious or fraudulent claims had been identified, these had been shared with other local authorities.

The Committee **NOTED** the report.

AUD 43/20 AUDIT COMMITTEE RECURRENT ANNUAL WORK PROGRAMME (Agenda item 14.)

The committee **NOTED** the forward work programme. They were advised that it was possible the scheduled audit deadline for the accounts completion may change but this was still in discussion.

**The meeting commenced at 7.00 pm and concluded at 9.01 pm**

**Chairman**

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE AUDIT COMMITTEE - 30 NOVEMBER 2020

SUBMITTED TO THE COUNCIL MEETING - <DATE>

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

**Present**

Cllr Peter Marriott (Chairman)	Cllr John Gray
Cllr Jerome Davidson (Vice Chairman)	Cllr Richard Seaborne
Cllr Richard Cole	Cllr George Wilson

**Apologies**

Cllr Jan Floyd-Douglass and Cllr Michaela Gray

**Also Present**

Councillor Mark Merryweather

AUD 44/20 APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Cllrs Jan Floyd-Douglass and Michaela Gray.

AUD 45/20 DISCLOSURE OF INTERESTS (Agenda item 3.)

There were no disclosure of interests submitted for this meeting.

AUD 46/20 QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

There were none.

AUD 47/20 QUESTIONS FROM MEMBERS (Agenda item 5.)

There were none.

AUD 48/20 UPDATED AUDIT FINDINGS REPORT (Agenda item 6.)

Graeme Clark, Strategic Director, reminded Members that at the meeting held on 14<sup>th</sup> September 2020 it was RESOLVED that delegated authority be given to the Strategic Director (s151 Officer) in consultation with the Chairman of the Audit Committee to consider any changes to the External Audit Findings Report and, if satisfied with the report to make any necessary amendments to the Accounts and/or Letter of Representation, and subject to this:

- (i) Approved the Statement of Accounts for the financial year ended 31 March 2020;
- (ii) Approved the Letter of Representation for 2019/2020; and
- (iii) Confirmed that the accounts had been prepared on a going concern basis.

However, due to the changes identified by the auditor, the Strategic Director felt it was not appropriate to sign off the report without bringing it back to the committee.

This meeting was to go through the changes only as the rest had already been agreed. It was noted that the Letter of Representation and Annual Governance Statement had not changed materially other than the date would need amending.

Jon Roberts and Mark Bartlett of Grant Thornton went through the amendments (in red for ease of reading). They advised that the key changes were around property valuations, indexation of council dwellings and leisure centre valuations due to Covid.

Additional recommendations had been identified around audit adjustments and unadjusted misstatements.

Members raised questions around the leisure centre valuations as they appeared to have changed considerably from previous years. It was explained that the main confusion was around Cranleigh leisure centre where there was a mistaken presumption about the life of the building which had now been rectified. It was agreed that there had been some judgements made on the useful life of these buildings and there was more work to do before the 2020/21 audit.

The Audit Committee **RECEIVED** the revised Audit Findings Report.

#### AUD 49/20 2019/20 ACCOUNTS (Agenda item 7.)

The Committee noted the amendments to the 2019/20 Accounts as identified from the Audit Findings Report item.

The Committee:

1. **APPROVED** the amended statement of Accounts ending 30th March 2020;
2. **NOTED** and **AGREED** the exclusion of the unadjusted misstatements identified in the Audit Findings Report; and
3. **AGREED** the required amendments to the Letter of Representation to reflect the unadjusted misstatements.

#### AUD 50/20 EXCLUSION OF PRESS AND PUBLIC (Agenda item 8.)

There were no items to discuss in exempt session so the Chairman closed the meeting.

**The meeting commenced at 6.00 pm and concluded at 6.50 pm**

**Chairman**

**WAVERLEY BOROUGH COUNCIL**

**COUNCIL**

**15 DECEMBER 2020**

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**Title:**

**Review of Political Proportionality of the Council and  
allocation of committee seats**

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**Portfolio Holder:** Cllr John Ward, Leader of the Council

**Head of Service:** Robin Taylor, Head of Policy & Governance

**Access:** Public

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**1. Purpose and summary**

- 1.1 The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review periodically (and as soon as practicable after any change in the political composition of the council) the representation of the political groups on their principal committees to ensure that the seats are allocated in the same proportion as that in which the council as a whole is divided.
- 1.2 This report confirms the change to the political composition of the Council as a result of Cllr Townsend joining the Liberal Democrat Group, and the consequent impact on the allocation of committee seats on the principal committees (Annexe 1).

**2. Recommendation**

It is recommended that Council agrees the proportional allocation of seats on the Principal Committees and SCC Local Committee in accordance with the political proportionality of the Council as detailed in Annexe 1.

**3. Reason for the recommendation**

It is a statutory requirement to report to Annual Council on the political composition of the council, the allocation of committee seats to political groups in accordance with political proportionality, and to confirm the appointment of members to committee seats.

**4. Background**

- 4.1 Political Groups on the Council are formed in accordance with the Local Government (Committee and Political Groups) Regulations 1990 when two or more councillors notify the Head of Policy & Governance, the Proper Officer, of their wish to be treated as a group.

- 4.2. The Conservatives, Farnham Residents, Liberal Democrats, Green Party, and Labour have registered as Political Group under the provisions of the Local Government and Housing Act 1989. There is one un-grouped Independent Member of the Council.
- 4.3. There is a total of 95 committee seats available on the Council's Principal Committees (four Overview & Scrutiny Committees, Audit, Standards, Licensing & Regulatory and the EASTERN and WESTERN Planning Committees 2020/21).
- 4.4. The political breakdown of the Council is shown below, together with the rounded total number of committee seats per group:

	<b>Cons.</b>	<b>Farnham Residents</b>	<b>Lib. Dem.</b>	<b>Green</b>	<b>Labour</b>	<b>Ind.</b>	<b>Total</b>
<b>No. of seats on the Council</b>	22	15	15	2	2	1	57
<b>Proportion</b>	38.60%	26.32%	26.32%	3.51%	3.51%	1.74%	100.00%
<b>No. of committee seats</b>	37	25	25	3	3	2	95

- 4.5 The following principles apply to the allocation of seats (LG&HA1989, s15 (5)):
- (a) *Preventing domination by a single group:* That not all the seats on the body to which appointments are being made are allocated to the same political group;
  - (b) *Ensuring a majority group enjoys a majority on all committees:* That the majority of seats on each committee are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
  - (c) *Aggregating all committee places and allocating fair shares:* That, subject to (a) and (b), when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
  - (d) *Ensuring as far as practicable fairness on each committee:* That, subject to (a) to (c), the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.
- 4.6 Seats are allocated to each committee as shown in Annexe 1, and following consultation with the Leaders of each of the political groups represented on the Council. Their agreement has been obtained to the calculations relating to the allocation of seats on committees in order to accommodate various rounding errors.

### **Appointments to Committee Places**

- 4.7 The Local Government & Housing Act 1989 requires that once the Council has determined the allocation of committee places between the political groups, the

Council must then appoint the nominees of the political groups to the committees.  
The nominations of the Group Leaders are:

Licensing & Regulatory Committee - Cllr Peter Isherwood (Conservative Group)  
EASTERN Planning Committee – Cllr Liz Townsend (Liberal Democrat Group) and  
Cllr Maxine Gale (Independent)

## **5. Relationship to the Corporate Strategy and Service Plan**

5.1 The corporate governance of the Council provides the basis of the Council's work towards achieving all the Corporate Priorities.

## **6. Implications of decision**

### **6.1 Resource (Finance, procurement, staffing, IT)**

The cost of servicing the Council's Committees will be met through existing budgets.

### **6.2 Risk management**

N/A

### **6.3 Legal**

The legal implications are set out in the body of the report..

### **6.4 Equality, diversity and inclusion**

The Council is under a statutory duty to ensure that equality and diversity is a key part of the decision making process of the Council. This is fundamental to the Council being able to meet its statutory responsibilities. There are no direct equality, diversity or inclusion implications in this report.

### **6.5 Climate emergency declaration**

There are no climate emergency implications arising from this report.

## **7. Consultation and engagement**

7.1 Committee appointments have been made by Group Leaders.

## **8. Other options considered**

8.1 This report fulfils statutory reporting requirements. There is no alternative option.

## **9. Governance journey**

9.1 This report is being made to the Full Council for noting in accordance with statutory requirements.

## **Annexes:**

**Background Papers**

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

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# Annexe 1

## Allocation of Committee seats at 24 November 2020

	Cons.	Farnham Residents	Lib. Dem.	Green	Labour	Ind.	Total
<b>No. of committee seats</b>	37	25	25	3	3	2	<b>95</b>
<b>VFM &amp; Cust. Service O&amp;S</b>	3	3	3	0	0	0	<b>9</b>
<b>Community Wellbeing O&amp;S</b>	4	2	2	0	1	0	<b>9</b>
<b>Environment O&amp;S</b>	3	2	2	1	0	1	<b>9</b>
<b>Housing O&amp;S</b>	4	2	3	0	0	0	<b>9</b>
<b>Licensing &amp; Regulatory Committee</b>	5 (+1)	3	3	1	0	0 (-1)	<b>12</b>
<b>Audit Committee</b>	3	2	2	0	1	0	<b>8</b>
<b>Standards Committee</b>	4	3	2	0	0	0	<b>9</b>
<b>EASTERN*</b>	7 (-1)	0	5 (+1)	1	1	1	<b>15</b>
<b>WESTERN*</b>	4	8	3	0	0	0	<b>15</b>
	37	25	25	3	3	2	<b>95</b>

	Cons.	Farnham Residents	Lib. Dem.	Green	Labour	Ind.	Total
<b>SCC Local Committee</b>	4	2	2	1			<b>8</b>

\*Council has now agreed that EASTERN and WESTERN Planning Committees will replace JPC (and the Area Planning Committees) for the remainder of 2020/21.

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