

To: All Members of the EXECUTIVE

When calling please ask for:

Fiona Cameron, Democratic Services  
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**Policy and Governance**

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Calls may be recorded for training or monitoring

Date: 19 March 2021

**Membership of the Executive**

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

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 30 MARCH 2021

TIME: 6.00 PM

PLACE: ZOOM MEETING - VIRTUAL MEETING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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## **NOTES FOR MEMBERS**

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

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

*[Questions will be taken in the order in which questioners register with the Democratic Services Officer on [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) by midday on Tuesday 30 March, to be sent details of how to join the Zoom meeting. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]*

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **MINUTES**

To confirm the Minutes of the Meeting held on 2 March 2021.

3. **DECLARATIONS OF INTERESTS**

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

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

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

The deadline for receipt of questions is 5pm on Tuesday 23 March 2021.

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

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

The deadline for receipt of questions is 5pm on Tuesday 23 March 2021.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. COUNCIL TAX EXEMPTION FOR YOUNG PEOPLE LEAVING CARE (Pages 9 - 12)

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

Request that the Executive considers and recommends to Council a new Council Tax exemption that would ensure that Care Leavers within Waverley do not have to pay Council Tax up to the age of 25.

Care leavers who are living independently for the first time find managing their own finances extremely challenging, due to issues such as limited family support. This can mean that care leavers may fall into debt and financial difficulty.

**Recommendation**

That the Executive recommend to Council the creation of a new Council Tax exemption for Care Leavers to be applied until the age of 25.

8. INSURANCE COLLABORATION (Pages 13 - 34)

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

To gain Executive approval to enter into an insurance collaboration with London Borough of Sutton (LBS) including five Surrey Districts and Boroughs to manage insurance administration, jointly procure insurance and pool the insurance policies excess (deductibles). Pooled excess reduces the external policy premiums that would otherwise not be practicably possible for a single council without taking on excessive financial risk. This proposal will secure a significant cost saving through economies of scale, increased administrative capacity, expertise and improved business continuity without impacting on the council's overall insured risk exposure.

**Recommendation**

It is recommended that the Executive approve the collaborative agreement to join the integrated insurance service led by LBS.

9. REQUEST FOR SUPPLEMENTARY ESTIMATE FOR RULE 6 REPRESENTATION AT PLANNING APPEAL LODGED BY UKOG (234) LTD IN RESPECT OF DRILLING FOR HYDROCARBON MINERALS AND ASSOCIATED INFRASTRUCTURE (Pages 35 - 38)

[Portfolio Holder: Councillor Nick Palmer]  
[Wards Affected: Alfold Cranleigh Rural and Ellens Green; Chiddingfold and Dunsfold]

The purpose of this report is to seek approval for a supplementary estimate to

cover the fees of an external consultant to represent the Council and local residents as a Rule 6 party in an appeal by UKOG against Surrey County Council's decision to refuse planning permission for the drilling for hydrocarbon minerals and associated infrastructure in Dunsfold. This report sets out that the Council does not have sufficient budget to meet these fees.

### **Recommendation**

It is recommended that the Executive approve a supplementary estimate for £30,000 to meet the fees of the external consultants, to be met from the revenue reserve fund.

10. REVIEW OF REFUSE AND RECYCLING BIN PROVISION (Pages 39 - 60)  
[Portfolio Holder: Councillor Steve Williams]  
[Wards Affected: All Wards]

To seek the Executive's support for the recommendations arising from the review the current policy on domestic waste bin provision and the environmental and budget implications thereof.

Having reviewed the current position regarding the bin provision policy, the report details a proposed new policy and charging mechanism for all bins and waste and recycling containers. In addition, there is a proposal for moving to smaller bins for residual waste in order to encourage a reduction for waste that goes for disposal, in support of both the Council's environmental aspirations and likely future Government waste strategies.

The proposal includes a phased approach to implementation, with an associated communication strategy, in order to maintain residents' support of the Council's efforts to maximise reuse and recycling and to minimise residual waste.

### **Recommendation**

1. That the Executive approve the revised bin provision policy as set out in paragraph 8 of the report.
2. That as part of the procurement of any new Bins, consideration is given to the purchase of containers which maximise the use of recycled materials.
3. That delegated authority is given to the Head of Environmental and Regulatory Services, in consultation with the Portfolio Holder for Environment and Sustainability, to implement the Policy and its operational management as soon as practicable.
4. That if the Policy is adopted as laid out in 2.2 above, the s151 Officer uses his delegated authority to approve any fees laid out in this report, which are inconsistent with the schedule of fees and charges previously approved in the Council's Budget for the 2021-22 financial year.

11. PROPERTY MATTER - PLOT 5 WHEELER STREET NURSERIES, WITLEY GU5 8QP: GRANT OF NEW LEASE FOR TWO GARAGES TO LANDSPEED HOMES LIMITED (Pages 61 - 70)

[Portfolio Holder: Councillor Mark Merryweather]

[Wards Affected: Witley and Hambledon]

This report seeks approval for two leases of one garage each at Plot 5 Wheeler Street Nurseries, Witley from the Council to Landspeed Homes Limited (Landspeed).

**Recommendation**

It is recommended that:

- The two garage leases to Landspeed be approved
- Delegated authority is given to officers to finalise the heads of terms and complete the necessary legal document(s) with the prospective tenant with detailed terms and conditions to be agreed by the Strategic Director, in consultation with the relevant Portfolio Holder(s).

12. ELECTRIC VEHICLE STRATEGY (Pages 71 - 94)

[Portfolio Holder: Councillor Steve Williams]

[Wards Affected: All Wards]

This report seeks the Executive's adoption of the Electric Vehicle Strategy.

**Recommendation**

That the Executive adopt the attached Electric Vehicle Strategy.

13. SERVICE PLANS 2021-2024 (Pages 95 - 166)

[Portfolio Holders: All Portfolio Holders]

[Wards Affected: All Wards]

The purpose of this report is to present the three-year rolling Service Plans for April 2021 to March 2024 for approval. The Service Plans have been prepared by Heads of Service, in collaboration with their teams and Portfolio Holders, to set out the service objectives for the coming three years in line with the [Corporate Strategy 2020-2025](#) and the Medium Term Financial Plan (MTFP).

Each of the Overview and Scrutiny Committees has reviewed the Service Plans under their remit and their comments have been included in section 7 "Consultation and Engagement" of this report for the Executive's consideration.

**Recommendation**

It is recommended that the Executive:

- a) consider the comments and recommendations received by the Overview & Scrutiny Committees, as listed in section 7 "Consultation and Engagement" of this report, and
- b) approve the Service Plans 2021-24, as set out at Annexe 1, for implementation from 1 April 2021.

14. ADDITIONAL RESTRICTIONS GRANT - COVID BUSINESS SUPPORT PROPOSALS 2021-22 (Pages 167 - 180)

[Portfolio Holder: Councillor Mark Merryweather]

[Wards Affected: All Wards]

The Government has distributed billions of pounds of support to businesses during the pandemic through local authorities. Waverley paid over £22m of covid-support business grants to businesses in the Borough between April and October 2020. Since the November 2020 lockdown and subsequent statutory restrictions, Waverley has operated a further six separate business support schemes allocating government funding. One of the schemes is the Additional Restrictions Grant (ARG) which covers the period November 2020 to March 2022 and is targeted mainly at businesses that don't meet the criteria for the other specific support packages. The government guidance enables local authorities to allocate part of this funding towards wider business support measures to help its business community recover. Waverley received an initial £2.5m of funding and was required by government to set a discretionary grants scheme and decide how much money to allocate to wider business support.

This report sets out the proposed allocation from the first tranche of funding for wider business support measures and the main target areas for this funding. The report seeks Executive's approval to these proposals and agreement to a delegation to make specific allocations and payments within this framework so that funding can be quickly allocated as Waverley's business community rebuilds during 2021.

### **Recommendation**

It is recommended that the Executive:

1. Approve the allocation of £0.5m from the ARG first tranche of £2.5 received to wider business support measures with the balance and subsequent tranches being allocated to direct business grants alongside other grant schemes.
2. Approve the proposed four priority areas for strategic business support and the indicative initial spending plan set out in Annexe 1.
3. Delegate to the Strategic Director in consultation with the portfolio holders for finance and economic development, the spending of the wider support funding on specific business support projects and initiatives during 2021/22, having regard to the plan set out at Annexe 1.
4. Request officers to monitor activity and spending and report to councillors as part of the quarterly performance reports to Overview and Scrutiny Committee and the Executive and to review the agreed proposals in six months, seeking approval if material changes are required.

15. EXCLUSION OF PRESS AND PUBLIC

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

Recommendation

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

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