

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 27 August 2021

Membership of the Executive

Cllr Paul Follows (Chairman)
Cllr Peter Clark (Vice Chairman)
Cllr Andy MacLeod
Cllr Penny Marriott
Cllr Mark Merryweather

Cllr Kika Mirylees
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, 7 SEPTEMBER 2021

TIME: 6.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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Please note that due to current Covid restrictions, seating in the public gallery is extremely limited. The meeting can be viewed remotely via Waverley Borough Council's [YouTube channel](#) or by visiting www.waverley.gov.uk/webcast.

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 prior to the start of question time. 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** (Pages 7 - 16)

To confirm the Minutes of the Meeting held on 22 June 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 31 August 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 31 August 2021.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. REPORT BACK FROM VFM O&S ON CALL-IN (PROPERTY MATTER)

The Value for Money Overview and Scrutiny Committee considered a call-in of a decision taken by the Executive on 22 June 2021 (Property Matter) at its meeting on 12 July 2021 and RESOLVED:

(i) not to refer the Executive's decision back to the Executive for reconsideration; and

(ii) to recommend to the Executive that highly complex decisions (as exemplified by the matter under discussion) are communicated thoroughly to all Members, and are the subject of interactive Member briefings and discussion at an early stage in the decision-making process, and are subject to formal pre-decision scrutiny by Overview & Scrutiny and/or Audit Committee.

8. REPORT OF THE WORKING GROUP ON HOUSING DESIGN STANDARDS
(Pages 17 - 54)

[Portfolio Holder: Councillor Anne-Marie Rosoman]

To inform the Executive of the findings of the Housing Overview & Scrutiny Committee's Working Group on Housing Design Standards.

To ask the Executive to consider the Working Group's recommendations.

Recommendation

2.1 That the Executive agrees the report included as Annexe 1 and adopt its recommendations.

9. REQUEST FOR SUPPLEMENTARY ESTIMATE TO PRODUCE A CLIMATE CHANGE AND SUSTAINABILITY SUPPLEMENTARY PLANNING DOCUMENT (SPD) (Pages 55 - 60)

[Portfolio Holder: Councillor Andy MacLeod]

The purpose of this report is to seek approval for a supplementary estimate to cover the fees of an external consultant to prepare a Climate Change Supplementary Planning Document (SPD). This report sets out that the Planning Service does not have sufficient identified budget to meet these fees

Recommendation

2.1 It is recommended that the Executive approve the supplementary estimate attached as Annexe 1 to this report for up to an additional £30,000 to go towards meeting the fees of procuring external consultants to prepare the Climate Change SPD, to be met from the

General Fund Working Balance.

10. ELSTEAD VILLAGE GREEN (Pages 61 - 68)
[Portfolio Holder: Councillor Mark Merryweather]

This report seeks approval for an asset transfer of the Freehold of Elstead Village Green from the Waverley Borough Council (Waverley) to Elstead Parish Council for a consideration of £1.

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

The transfer of freehold, as opposed to the previously approved long lease of 125 years, will also remove any opportunity for Waverley to have any control over the future use or development of the Village Green in perpetuity. All responsibility for the future of the Village Green will be vested in the Parish Council.

Recommendation

- 2.1 The Freehold transfer to Elstead Parish Council of Elstead Village Green be approved; and

Delegated authority is given to officers to finalise the heads of terms and complete the necessary legal document(s) with the Parish Council with detailed terms and conditions to be agreed by the Strategic Director, in consultation with the relevant Portfolio Holder.

11. 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.

12. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

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

**For further information or assistance, please telephone
Louise Fleming, Democratic Services & Business Support Team
Manager, on 01483 523517 or by email at
louise.fleming@waverley.gov.uk**

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 22 JUNE 2021

SUBMITTED TO THE COUNCIL MEETING – 6 JULY 2021

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

Present

Cllr Paul Follows (Chairman)
Cllr Peter Clark (Vice Chairman)
Cllr Andy MacLeod
Cllr Penny Marriott
Cllr Mark Merryweather

Cllr Kika Mirylees
Cllr Nick Palmer
Cllr Anne-Marie Rosoman
Cllr Liz Townsend

Apologies

Cllr Steve Williams

Also Present

Councillor David Beaman, Councillor Kevin Deanus, Councillor Peter Marriott and Councillor Stephen Mulliner

EXE 1/21 MINUTES (Agenda item 1)

The Minutes of the Meeting held on 30 March and 6 April were confirmed and signed as a correct record.

EXE 2/21 DECLARATIONS OF INTERESTS (Agenda item 3)

All members of the Senior Management Team declared in respect of item 10 (Options for collaboration with Guildford Borough Council) in particular the HR implications set out in the exempt annexe and left the room during consideration of this item.

EXE 3/21 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

The Executive received the following question(s) in accordance with Procedure Rule 10:

(i) From Mrs Kathy Smyth

“The page on the Council website which sets out the Local Plan Timetable states that the Council is currently working towards April 2021 as the date for submission of draft Local Plan Part 2 to the Secretary of State but this date has clearly been overshot.

So when will Waverley Borough Council be submitting draft LPP2 for examination?”

Response from Councillor Andy MacLeod, Portfolio Holder for Planning Policy

The Council received over 1200 separate comments from over 400 respondents when we consulted on a draft of Local Plan Part 2 earlier this year. We are currently considering our responses to the comments and how we will take Local Plan Part 2 forward. We intend to do this and agree a date for submitting the plan for its examination this summer. As soon as we do, the Council will update its timetable and put it on our website.

EXE 4/21 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

There were no questions from Members.

EXE 5/21 LEADER'S AND PORTFOLIO HOLDERS' UPDATES (Agenda item 6)

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

- The Leader welcomed Councillors Penny Marriott and Mirylees to their first Executive meeting; and the new Leader of the Conservative Group Councillor Mulliner.
- The Leader had been holding 1:1 meetings with Portfolio Holders to review portfolios and a revised list of portfolio descriptions would be issued at the conclusion of that process to address any discrepancies which had arisen over the past two years.
- It had been hoped to hold a full Council meeting in the Council Chamber on 6 July 2021, however due to the extension of Covid restrictions beyond 21 June 2021, it had become necessary to identify an alternative venue which would enable all Councillors to participate in the meeting.
- Due to the Government ending the provisions allowing remote participation in Council meetings, although Councillor Williams was present on the zoom call, he was not legally allowed to speak and vote in the meeting. The Council had submitted its comments to the Government consultation on remote meetings.
- Councillor Clark provided an update on the replacement of the pool cars which would be electric, to contribute to the Council's Carbon Reduction Strategy. The Council's new Horizon planning system was now fully operational and contributing to the planning improvement plan. A new Cyber Security Manager had been recruited.
- Councillor MacLeod advised that the planning improvement plan would result in an improved service to residents and applicants. A planning appeal against the decision of the Council to refuse an application for a development of 140 homes in Lower Weybourne Lane had been refused by the Planning Inspectorate, who had supported the Farnham Neighbourhood Plan. However the Planning Inspectorate had commented on the Council's 5 year housing supply, which could have an adverse effect on future planning applications.
- Councillor Penny Marriott welcomed the introduction of the new portfolio and advised that she had been carrying out research and would provide further updates to the next meeting, including on training which was being arranged for all councillors.

- Councillor Palmer advised that councillors had received a consultation on the review of parking charges for their comments. The CIL working group had completed its first year of activity and thanked all those involved.
- Councillor Rosoman advised that the modular housing had been delivered to Badgers Close and there would be a photocall upon completion. A planning application for 12 new homes in Crossway Close in Churt had been submitted and ward members in the parish would be kept informed. Planning permission has been secured for all five sites in Chiddingfold and housing officers were liaising with all affected residents. Five properties in Ockford Ridge had been identified for refurbishment and investigations were being carried out in respect of energy efficiency measures. The numbers of complaints in repairs and maintenance had been reducing. The Housing Strategy work was continuing and the new design build would be brought forward to the Executive and Council for consideration, and thanked the working group for its work on this to date.
- Councillor Townsend advised that there had been a large number of visitors to Frensham Pond which had generated a number of issues with parking, littering and abuse of staff. The stakeholder group had already met and the police were involved. Additional enforcement measures were being explored. The Economic Development Action Plan in progress and work was being carried out with the leisure and film industry.

PART I - RECOMMENDATIONS TO THE COUNCIL

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 6/21 LGBCE BOUNDARY REVIEW - WARDING PATTERN SUBMISSION (Agenda item 9)

The Leader of the Council introduced the item which set out a proposed submission on future warding patterns to the Local Government Boundary Commission for England, which had been recommended by the cross-party working group set up to consider the matter. The recommendation to Council would enable a submission to be made by the deadline of 19 July 2021.

RESOLVED to RECOMMEND to full Council that Waverley makes a submission on future warding patterns to the Local Government Boundary Commission for England comprising Option 2 on Annexe 1 and illustrated in Annexe 2; plus the qualitative comments on warding issues as set out in Annexe 3.

Reason: The recommendation enables the council to make a submission to the Commission on the future warding pattern for the council. The deadline for submissions is 19 July 2021.

EXE 7/21 OPTIONS FOR COLLABORATION WITH GUILDFORD BOROUGH COUNCIL (Agenda item 10)

The Leader of the Council introduced the item which provided an update on the development of the initial options appraisal by the Local Government Association/Local Partnerships (LGA) and sought direction on the next steps for collaboration with Guildford Borough Council. He emphasised the risk on inaction in light of the financial pressures faced by the Council and that alternative savings would need to be identified if the Council opted not to collaborate with Guildford. He also highlighted the benefits including improvements to public services which could come from collaborative working.

Councillors Stephen Mulliner spoke on this item, requesting clarity on the potential savings to be made from and any costs of a collaboration. He asked that the draft Inter Authority Agreement be shared with all Councillors at the earliest opportunity to reassure those with concerns that the proposals would work.

Councillor Hyman spoke on this item, echoing the comments made previously and expressing concern whether the savings identified would be sufficient to address the financial challenges of the council. He also requested that both parties agree to a duty of candour and this be written into the Inter Authority Agreement.

Councillor Merryweather spoke on the item, highlighting that the savings proposed would be the largest single contributor to closing the Council's budget gap and did not prevent the Council identifying further savings independently of any collaboration agreement.

The Leader proposed a refined recommendation which proposed the recruitment of a single chief executive subject to the receipt of further information on the financial implications of appointing a single joint chief executive and advised that the recruitment process would include the Leader of the Principle Opposition group of both Councils. Councillor Townsend spoke on the item, endorsing the request for additional information.

Members noted that the matter would also be discussed at a specially convened meeting of the Value for Money Overview and Scrutiny Committee on 29 June 2021 prior to consideration at the Council meeting on 6 July 2021.

The Executive RESOLVED to

- 1. Ask South East Employers to provide, in time for the publication of the 6th of July Council Agenda Papers, additional data in respect of the potential financial implications of appointing a single joint Chief Executive (acting as Head of Paid Service for both Waverley and Guildford Borough Councils) and advice on cost-sharing arrangements;**

And, subject to the receipt of financial and cost-sharing data and advice from South East Employers and any advice issued by the Council's Chief Finance Officer, or his appointed deputy, relating to the level of approval required, how any costs would be funded and the appropriateness of any cost-sharing agreement, RECOMMEND to full Council that:

- 2. Full Council pursues the option of creating a single management team, comprised of statutory officers (Head of Paid Service; Chief Finance**

Officer; Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration; and

- 3. Full Council asks the Council's HR Manager to take the necessary action, in consultation with Guildford Borough Council and with the support and advice from South East Employers and as set out within the addendum to annex 3 of this report, to make arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Waverley and Guildford Borough Councils), including making arrangements for a senior officer recruitment panel (to include the Leader of the Principal Opposition Group and the Council Leader), so that a report may be brought to a future meeting of Full Council recommending the appointment of a suitable candidate.**

Reason: To seek direction on the next steps for collaboration with Guildford Borough Council or to close this project for the immediate future.

All members of the Senior Management Team left the meeting for the consideration of this item.

EXE 8/21 PROPERTY MATTER (Agenda item 15)

At 7.45pm, 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 consideration of the following item on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the report in 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)

The Executive RESOLVED that recommendations 2.1 and 2.2 as set out in the exempt report be approved.

The Executive RESOLVED to RECOMMEND to full Council that recommendation 2.3 as set out in the exempt report be approved.

Reason: The reasons are set out in the exempt report.

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 9/21 MENTAL HEALTH REPORT FROM COMMUNITY WELLBEING O&S COMMITTEE
(Agenda item 7)

Councillor Mirylees introduced the report, which had been considered by the Community Wellbeing Overview and Scrutiny Committee and the Chairman of the Committee, Councillor Deanus, presented the report which set out proposals for raising awareness in the community of the mental health and advice support networks available; and the adoption of a Suicide Prevention Plan and thanked the contributors to the piece of work.

Councillor Hyman spoke on this item, expressing concern that the suicide prevention plan had not been published with the agenda and that the proposals suggested that the Council would be taking on work that should be carried out by trained professionals.

The Leader assured Councillor Hyman that the suicide prevention plan had been seen by Executive Members previously; many of whom had been present at the Overview and Scrutiny Committees at which the plan had been discussed.

Councillor Baker also spoke on this item expressing concern that she had not been called on to give evidence at the Overview and Scrutiny Committee in light of her personal experience of this issue and urged the Executive Members to consider housing tenants as part of the piece of work, however acknowledged that the changes were urgently needed.

The Leader thanked Councillor Baker for her comments and her courage in speaking on this personal issue and assured her that there was value in adopting the recommendations but that more could be done in the future.

Councillor Rosoman spoke on the item, highlighting the need for staff to become aware of mental health issues, emphasising that staff were not expected to become experts but that talking about these issues was the first step.

The Leader welcomed the recommendations which would support staff and residents by signposting them to available resources.

The Executive RESOLVED that

- 1. the report and the need to raise awareness through all sections of the community of the mental health support and advice networks that are available to Waverley staff and residents be noted; and**
- 2. that the Suicide Prevention Plan as set out at Annexe 2 to the Community Wellbeing O&S Committee Mental Health report attached at Annexe 1 to this report be adopted.**

Reason: The recommendations reflect the community leadership role that the Council has in supporting the most vulnerable in our communities in a wider mental health context as well as supporting the health and wellbeing of staff. Working in partnership with the Public Health team to adopt their recommendations on a local suicide prevention plan also supports another Corporate Strategy aim of working closely with Health and other partnerships “to achieve a more joined up approach for the whole borough to improve the health and wellbeing of all our residents.

(Agenda item 8)

Councillor Mirylees introduced the report, which had been considered by the Community Wellbeing Overview and Scrutiny Committee and the Chairman of the Committee, Councillor Deanus, presented the report which set out the interim report of the Overview and Scrutiny Service Level Agreement Working Group for endorsement and ask that the Executive Working Group on Service Level Agreements ensure that it's proposals reflect the principles set out in the report.

Councillor Hyman spoke on this item, supporting the need for a review of the system although expressing some caution over some of the principles and how money is spent. He also asked for clarification on what the corporate priority issue means for organisations.

The Leader thanked all the SLA organisations for their work throughout the pandemic and highlighted the need to review how resources are spent to ensure that vulnerable sections of the community are supported. He advised that the recommendations were seeking support for a set of principles, and it would then be for the Executive Working Group to make recommendations on how to progress.

Councillor Mirylees thanked all the community organisations for their work during the pandemic, however emphasised that the current structures were not fit for purpose and this was a good opportunity to review where the areas of most need in the borough were and how resources could be best directed.

The Executive RESOLVED that

- 1. the Executive ask its working group to ensure that its proposals reflect the principles and recommendations outlined in Annex 1; and**
- 2. the Council should retain a six-month notice period for informing not-for-profit partners of any changes to their Service Level Agreement.**

Reason: To ensure that the Council's funding mechanism and approach to not-for-profit organisations is fit for purpose in meeting the Council's new corporate priorities and evidence-based community needs.

EXE 11/21 TAKE THE JUMP (Agenda item 11)

The Leader of the Council presented the item on behalf of the Portfolio Holder who could not be present at the meeting. The report proposed supporting the Take The Jump campaign, which supported the evidence that whilst the Government maintains responsibility for making strategic and potentially radical changes to reduce the impact of climate change, individuals and communities could make a difference by making 6 shifts in behaviour while still living a fulfilled life. The campaign had been supported by the Godalming Climate Forum.

Councillor Hyman spoke on this item, expressing concern over the proposed behaviour changes and that residents should be allowed to use their common sense.

The Leader of the Council and Councillors Townsend, Merryweather, Palmer, Mirylees and Clark all spoke on this item, acknowledging that some of the suggested behaviour changes would seem alien to some residents yet emphasising that the Take the Jump campaign would encourage, rather than require, residents to make small behavioural changes to reduce the impact of climate change.

The Executive RESOLVED that

- 1. The 'Take the Jump' campaign be supported;**
- 2. Waverley residents be encouraged to 'take the jump';**
- 3. Organisations within the public, private and voluntary sectors operating in Waverley be encouraged to roll out the "Take the Jump" seminar to employees/ members;**
- 4. Events be organised in Waverley to encourage people to promote the National 'take the jump' launch in June; and**
- 5. A 'Take the Jump' awareness-raising campaign be organised to inform Waverley staff members and councillors, who will be invited to try making at least one shift in the way that they eat, travel and shop.**

Reason: Whilst Waverley Borough Council and other tiers of government maintain responsibility for making many of the changes in the Carbon Neutrality Action Plan, to achieve significant reductions in the carbon footprint of the borough individuals and communities can help to make a difference by making some of the six shifts in behaviour.

EXE 12/21 CAPITAL PROJECTS (Agenda item 12)

Councillor Merryweather introduced the item which set out the recommendations of the Projects Co-ordinating Group, to approve additional projects for the 2021/22 capital programme.

Councillor Hyman spoke on this item, asking that money not be spent on unnecessary feasibility studies and projects without justification and that residents be involved.

In response, the Leader advised that feasibility studies often came before public consultations in order to present realistic options to residents. Councillor Merryweather advised that feasibility studies were part of due process, and that that funding received from Surrey County Council had been bid for and the spend justified to the County Council. The Woolmer Hill Project was a key part of the delivery of the wider Wey Hill Project and had been funded by CIL monies and the capital fund for the Project. The repairs to Farnham Museum were not able to be paid for by capital funds.

The Executive RESOLVED that the discretionary projects and their proposed funding for the 2021/22 Capital Programme as listed in Annexe 1 be approved.

Reason: In order that funds can be allocated, and the projects can commence.

EXE 13/21 CHANGE PROPOSALS TO THE CORPORATE PERFORMANCE INDICATORS SET FOR 2021/2022 (Agenda item 13)

The Leader of the Council introduced the report which set out changes to Corporate Performance Indicators for 2021/22, which had been discussed in detail at all four Overview and Scrutiny Committees.

The Executive RESOLVED that having considered the comments and recommendations from the Overview and Scrutiny Committees, the changes to the set of performance indicators (PIs) as set out in the table set out in the report, starting from 1 April 2021, be approved.

Reason: the organisation conducts an annual review of the corporate performance indicators to evaluate their continued appropriateness in the light of any new legislation or changes to organisational needs and priorities.

The meeting commenced at 6.00 pm and concluded at 8.57 pm

Chairman

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE

7TH SEPTEMBER 2021

Title: Report of the working group on Housing Design Standards

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

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

Key Decision: No

Access: Public

1. Purpose and summary

1.1 To inform the Executive of the findings of the Housing Overview & Scrutiny Committee's Working Group on Housing Design Standards.

1.2 To ask the Executive to consider the Working Group's recommendations.

2. Recommendation

2.1 That the Executive agrees the report included as Annexe 1 and adopt its recommendations.

2.2 The Working Group's recommendations which this Committee is asked to endorse are:

1. Retain the standards set out in Annexe 1, Appendix A
2. New homes shall be built with alternative heat sources to gas boilers.
3. The design standards should be mindful of facilitating parcel deliveries and reducing the strain on those making deliveries of parcels and letters.
4. Set standards for the future and explicitly connect the Council's housing design standards and its asset management plan in order to avoid retrofits.
5. The Council implements the SAP 10 assessment methodology as part of the assessment process to deliver net zero carbon homes.
6. The Council should align its plans for future developments with the timeframes contained in the "LETI Climate Emergency Design Guide".
7. The Council should work with our contractors and their supply chains through the tender process to work to achieve carbon neutrality as measured by a RICS whole life carbon assessment by 2030.

8. All new properties developed by the Council should receive a SAP rating of 100 to enable them to be Energy Efficiency A-rated with an Environmental Rating 99A (CO₂ emission rate 0 tonnes/year) – net zero carbon in operation.
9. The Council should make the budgetary provision necessary to achieve the standards outlined in this report to deliver a net zero home in operation measured using Part L 2021.
10. That the Council should not pursue Passivhaus accreditation unless there is a compelling additional reason to do so, for example, if grant funding is conditional upon achieving it.
11. New occupants of any mechanically ventilated properties should be provided with sufficient information and training to ensure the property performs in operation as in design.
12. The Council should build homes such that renewable energy can be generated on-site whenever feasible.
13. The Council should build homes using modern methods of construction, for example, timber frame.
14. The Council shall update the standards for new build properties in light of Building a Safer Future: Independent Review of Building Regulations and Fire Safety (Final Report) [May 2018] by Dame Judith Hackitt.
15. The Council should seek and apply best practice in the design of space for refuse and recycling containers.
16. Addition of further in-use sound test sampling as part of the Employer's Requirements.
17. All new Council properties should be built on the assumption that during their lifespan electric vehicles will entirely displace those powered by internal combustion engines. This means providing charging infrastructure on parking spaces provided on land owned or controlled by the Council. Where parking spaces are provided elsewhere, the Council should ensure the necessary conduits are installed to allow for the easy installation of charging infrastructure if the demand arises.
18. Where the scale of provision on a given site makes it feasible, the development should make a contribution to improving walk- and cycle ways in the area.
19. For properties with good access to public transport, the Council should assess the feasibility of planning policies that provide a degree of flexibility for the minimum number of parking spaces to include pull-in or visitor spaces for short stays by emergency and delivery vehicles in place of residents parking.

20. Developers design in an arrangement for tenants without in-curtilage parking provision to be charged for electricity supplied to communal parking areas for vehicle charging points.
21. That for any future Council-lead development, an assessment in light of the considerations in Building for a Healthy Life should be undertaken and published.
22. The Council should work with appointed architects, contractors and Designing Out Crime Officers to improve the securing of buildings and adopt crime prevention measures across the site.
23. For new builds to continue to achieve <105 litres of water per person per day.
24. The Council should facilitate rainwater harvesting through the provision of water butts and for larger sites consider the larger systems such as underwater storage tanks.
25. The Council should, as a matter of routine, survey tenants of new homes about their experience of living in them within six months of them moving into the property.
26. The Council should explore the possibility of engaging external expertise to use qualitative research methods including depth interviews and focus groups to gain a more nuanced understanding of the experiences of new tenants.
27. The Council should implement a co-design process for new homes with a representative from the Tenants Panel.
28. Officers should produce a user-facing brochure and update the technical employer's requirements based on the recommendations of the Group. The user-facing brochure should be considered and agreed upon with the Tenants Panel.

3. Reason for the recommendation

To ensure that the Council has current design standards for the homes it is building which reflect changes in legislation and its declaration of a climate emergency.

4. Background

- 4.1 The Housing Overview & Scrutiny Committee approved a previous review of housing design standards produced by a working group in July 2018. The report in Annexe 1 represents an update of those standards.
- 4.2 In November 2020, the Housing Overview & Scrutiny Committee approved a scoping document setting out the terms of reference for this review. In June 2021, the Working Group presented its findings to the Committee, which accepted and commended them to the Executive with minor modifications.

5. Relationship to the Corporate Strategy and Service Plan

The Corporate Strategy makes the delivery of “*good quality housing for all income levels and age groups*” a strategic priority. To reflect this, Objective 1 of the Housing Delivery and Communities Service Plan 2021-2024 is to “*Increase delivery of well designed, well-built affordable housing.*”

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

The cost implications of raising the energy efficiency and carbon neutrality standards for Council homes are discussed in Annexe 1.

Officer time in the housing development team would be required to implement the standards and produce the assessments recommended.

6.2 Risk management

Delivering new Council homes to the proposed design standards, using greener renewable energy sources and enhanced fabric specification, will increase the cost of development. This may impact on the number of schemes which can be delivered. Therefore, the funding of the development programme through the HRA Business Plan will need to be reviewed.

At present, heating a home with electricity rather than gas is more expensive. Therefore, the move away from gas boilers will need to be managed carefully to avoid increasing bills for tenants.

6.3 Legal

As discussed in Annexe 1, housing regulations are changing and will alter the legislative environment in which the Council develops homes. The Council must ensure that it remains compliant with the changing statutory and regulatory environment.

6.4 Equality, diversity and inclusion

An equality impact assessment will need to be conducted of the individual measures within the report.

6.5 Climate emergency declaration

A major aim of the review is to ensure the energy efficiency and sustainability standards including housing insulation and heating standards align with the objectives of the September 2019 Climate Emergency declaration by this Council.

7. Consultation and engagement

As discussed in Annexe 1, the review was informed by a survey of the experience of tenants, who had moved into recently built Council homes.

8. Other options considered

The option of recommending the adoption of a Passivhaus standard was considered by the working group. However, for reasons discussed in Annexe 1, a decision was taken against using this as a default standard.

9. Governance journey

This is detailed in the Background section.

Annexe:

Annexe 1 – Report of the Housing Design Standards: report from Housing Overview & Scrutiny Task & Finish Group

Background Papers

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

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Housing Design Standards: Report from Housing Overview & Scrutiny Task & Finish Group

Chair's Forward

I would like to begin by offering a huge thanks to the councillors and the Tenants Panel representative who made up this working group. I am very grateful to have been party to an unusually interesting and detailed range of deliberations. Hopefully, you will see the quality of these discussions reflected in the report which follows. I also wish to put on record my gratitude and that of the rest of the Task & Finish Group for the extensive support we have had both from officers and outside experts. The methodology section below relates those to who we owe a particular debt.

This report rests on a foundation laid by a previous Task & Finish Group on this topic undertaken in 2018. Our brief was to review their recommendations in light of legislative changes and to incorporate energy efficiency and sustainability into the design in order to contribute towards the Council's emissions reduction efforts, as well, of course, as value for money. Our scope, set by Housing Overview & Scrutiny in November 2020, set out our purposes as follows:

- *Affordability for tenants (Rent/Council Tax/operational costs)*
- *Incorporate design requirements arising from the Hackett review which followed the Grenfell Tower disaster/ Fire Safety Bill.*
- *Align housing insulation and heating standards with the objectives of the September 2019 declaration of a Climate Emergency by this Council.*
- *Capture any other regulatory changes that have arisen since mid-2018.*
- *Take into account the Government's proposals for the 'Future Homes Standard' including the results of the consultation on Parts L and F of the Building Regulations.*
- *Aligning the Standards with new Council policies.*
- *Consider Post-Covid working from home provisions¹*

Our overriding philosophy has been to find practical ways of being ambitious. Our Council tenants need better, more environmentally friendly homes, and soon. We hope that these recommendations and standards will help to guide us towards this outcome.

Councillor David Else

Chair of Housing Design Standards, Task & Finish Group (2021)

Executive Summary

This report makes the follow recommendations:

1. Retain the standards set out in Appendix A
2. New homes shall be built with alternative heat sources to gas boilers.

1

<https://modgov.waverley.gov.uk/documents/s38267/Scoping%20document%20Housing%20Standards%20Review%202021%20002.pdf>

3. The design standards should be mindful of facilitating parcel deliveries and reducing the strain on those making deliveries of parcels and letters.
4. Set standards for the future and explicitly connect the Council's housing design standards and its asset management plan in order to avoid retrofits.
5. The Council implements the SAP 10 assessment methodology as part of the assessment process to deliver net zero carbon homes.
6. The Council should align its plans for future developments with the timeframes contained in the "LETI Climate Emergency Design Guide".
7. The Council should work with our contractors and their supply chains through the tender process to work to achieve carbon neutrality as measured by a RICS whole life carbon assessment by 2030.
8. All new properties developed by the Council should receive a SAP rating of 100 to enable them to be Energy Efficiency A-rated with an Environmental Rating 99A (CO₂ emission rate 0 tonnes/year) – net zero carbon in operation.
9. The Council should make the budgetary provision necessary to achieve the standards outlined in this report to deliver a net zero home in operation measured using Part L 2021.
10. That the Council should not pursue Passivhaus accreditation unless there is a compelling additional reason to do so, for example, if grant funding is conditional upon achieving it.
11. New occupants of any mechanically ventilated properties should be provided with sufficient information and training to ensure the property performs in operation as in design.
12. The Council should build homes such that renewable energy can be generated on-site whenever feasible.
13. The Council should build homes using modern methods of construction, for example, timber frame.
14. The Council shall update the standards for new build properties in light of Building a Safer Future: Independent Review of Building Regulations and Fire Safety (Final Report) [May 2018] by Dame Judith Hackitt.
15. The Council should seek and apply best practice in the design of space for refuse and recycling containers.
16. Addition of further in-use sound test sampling as part of the Employer's Requirements.
17. All new Council properties should be built on the assumption that during their lifespan electric vehicles will entirely displace those powered by internal combustion engines. This means providing charging infrastructure on parking spaces provided on land owned or controlled by the Council. Where parking spaces are provided elsewhere, the Council should ensure the necessary conduits are installed to allow for the easy installation of charging infrastructure if the demand arises.
18. Where the scale of provision on a given site makes it feasible, the development should make a contribution to improving walk- and cycle ways in the area.
19. For properties with good access to public transport, the Council should assess the feasibility of planning policies that provide a degree of flexibility for the minimum number of parking spaces to include pull-in or visitor spaces for short stays by emergency and delivery vehicles in place of residents parking.
20. Developers design in an arrangement for tenants without in-curtilage parking provision to be charged for electricity supplied to communal parking areas for vehicle charging points.
21. That for any future Council-lead development, an assessment in light of the considerations in Building for a Healthy Life should be undertaken and published.

22. The Council should work with appointed architects, contractors and Designing Out Crime Officers to improve the securing of buildings and adopt crime prevention measures.
23. For new builds to continue to achieve <105 litres of water per person per day.
24. The Council should facilitate rainwater harvesting through the provision of water butts and for larger sites consider the larger systems such as underwater storage tanks.
25. The Council should, as a matter of routine, survey tenants of new homes about their experience of living in them.
26. The Council should explore the possibility of engaging external expertise to use qualitative research methods including depth interviews and focus groups to gain a more nuanced understanding of the experiences of new tenants.
27. The Council should implement a co-design process for new homes with a representative from the Tenants Panel.
28. Officers should produce a user-facing brochure and update the technical employer's requirements based on the recommendations of the Group. The user-facing brochure should be considered and agreed upon with the Tenants Panel.

Methodology

The Group consisted of the following members principally from the Housing Overview and Scrutiny Committee: Cllr David Else (Chair), Cllr Richard Cole, Terry Daubney (Tenants Panel), Cllr George Hesse, Cllr Peter Marriott, Cllr John Robini, and Cllr Richard Seaborne. Cllrs Hesse and Robini were co-opted to broaden the geographic representation of the Group and in the case of Cllr Robini, to provide linkage to the Community Wellbeing O&S committee.

In addition to considering multiple documents from the Council, National Government and professional organisations, the Group took evidence from the following witnesses:

- Peter David (Strategic Asset Manager, Waverley Borough Council)
- Steven Milner (Building Control Surveyor Team Leader, Waverley Borough Council)
- Josie Thornewill (Head of Sustainability, Thakeham Group)
- Fotini Vickers (Sustainability Manager, Waverley Borough Council)
- Brandon Wipperfurth (Senior Sustainability & Energy Consultant, Darren Evans)

Another important development is that since 2018 the Council has completed the building of 82 new homes around the Borough most recently at Ockford Ridge at Sites A. The Group, therefore, had the chance to survey people who had recently moved into these homes and learn from their experience of living in homes developed by the Council. The survey, which attracted a modest number of responses, is set out together with details of the responses, in Appendix B. Assistance with this survey was provided by Adrian Fennell, Ian Mackie, and Anita Sheppard.

The Group also had ongoing support from the following officers: Louisa Blundell (Housing Development Manager), Georgina Hall (Democratic Services Officer), and Mark Mills (Policy Officer [Scrutiny]).

Rationale and Overarching Principles

Waverley Borough Council first introduced design standards for new-build council-owned properties in 2014. Continuing progress in building and architectural delivery requires that housing design standards are reviewed on a regular basis. In 2018, a previous Task & Finish group updated the design standards which would apply to homes built by the Council. This report summarises the 2021

review work carried out by a Task & Finish Group (the Group) of the Housing Overview and Scrutiny Committee aimed at refreshing the standards recommended in that report with a particular emphasis on improving energy efficiency in support of the Council's September 2019 target of new build homes attaining net-zero carbon operations by 2030.

The most significant development since the 2018 standards review has been that the Council has declared a Climate Emergency. Waverley Borough Council's Carbon Neutrality Action Plan 2020 - 2030 states that: *"We are committed to becoming a carbon-neutral council and doing everything in our power to ensure that Waverley is a carbon-neutral borough by 2030. We fully appreciate that meeting the target of carbon neutrality by 2030 will be challenging and it relies heavily on action beyond the council's control, but it is extremely important that we do everything we can within our power to work towards achieving it."*² The Indicative Action Plan includes a high-level target to: *"Ensure that all new council homes be carbon neutral by 2030"*.³

Delivering this commitment demands making homes in Waverley – including council homes – significantly more energy efficient. Nationally, emissions from residential buildings amount to the equivalent 68 million tons of CO₂. Buildings account for 19% of total UK greenhouse gas emissions and are second as a source of emissions only to transport which accounts for 28% of total emissions.⁴

The Council can have the greatest impact on its operational emissions by reducing levels from the homes it owns. In 2016, the last time the Council published detailed emissions numbers, these emissions constituted 74% of the Council's operational emissions. While these represent a minority of the housing stock within our Borough at around 10%, with almost 5,000 homes held in the Council's Housing Revenue Account, action by the Council will not only have a significant direct impact on emissions but also set an example for other homeowners and developers.⁵

While there are definitely challenges to pursuing ambitious environmental standards, it also creates real opportunities: to bring down our tenant's energy bills, to promote the use of modern construction methods and, to better place the Council to apply for funding to develop new homes.

The members of the Group were impressed by the pace at which the technologies in this space are progressing. However, given the speed at which the tools available for developing environmentally friendly new homes are evolving, there is a real need for flexibility. Therefore, this report will recommend principles and targets rather than specific technologies, allowing builders and architects to utilise current solutions at the time each new development is commissioned.

² <https://www.waverley.gov.uk/Portals/0/Documents/services/environmental-concerns/climate%20change/Waverley%20Carbon%20Neutrality%20Action%20Plan%202020-2030.pdf?ver=SpUdY9hngMRQOcVKybZ9xg%3D%3D> p.5

³ Ibid, p.18

⁴ <https://www.gov.uk/government/publications/energy-white-paper-powering-our-net-zero-future/energy-white-paper-powering-our-net-zero-future-accessible-html-version#chapter-4-buildings>

⁵ <https://www.waverley.gov.uk/Portals/0/Documents/services/environmental-concerns/climate%20change/Waverley%20Carbon%20Neutrality%20Action%20Plan%202020-2030.pdf?ver=SpUdY9hngMRQOcVKybZ9xg%3D%3D> p.5

Revisiting the 2018 review

The members of the Group noted “*Housing Design Standards for New Council Homes: A Review Report of the Housing Overview & Scrutiny Committee*” from 2018.⁶ They felt that this was a valuable piece of work and commend its recommendations on Internal Design Standards, roof space, and, in the main, external appearances. These are set out in Appendix A.

Recommendation 1: Retain the standards set out in Appendix A

Advances in technology, changes to regulations, and the acceptance that climate change has become an even more urgent threat mean that it is now desirable to present more ambitious environmental targets. In particular, from 2025 national legislation will prohibit the building of new homes heated with fossil fuels, including by gas boilers.⁷

Recommendation 2: New homes shall be built with alternative heat sources to gas boilers.

The Group also considered whether increased levels of homeworking following the Covid-19 pandemic might necessitate revisions to the space standards. However, the Group felt that on balance this was unlikely to be necessary. This is supported by the majority of responses to the tenant survey, showing either that residents did not work from home or found the space available satisfactory for doing so.

However, the Group did note that the pandemic and subsequent lockdowns had led to a significant increase in home deliveries.⁸ Furthermore, the design of letterboxes in the borough, both in terms of height and ease of use, is extremely variable and often inconvenient for those making deliveries.

Recommendation 3: The design standards should be mindful of facilitating parcel deliveries and reducing the strain on those making deliveries of parcels and letters.

Avoiding retrofits

The Group heard from multiple witnesses that retrofitting existing homes will be vital to meeting the Council’s climate change goals. This reflects the fact that most of the homes in Waverley that will exist in half a century have already been built. However, the Group also recognises that it is much more cost-effective to build in features during construction rather than attempting to add or modify them later on.

Recommendation 4: set standards for the future and explicitly connect the Council’s housing design standards and its asset management plan in order to avoid retrofits.

Emerging Government Policy Environment

In October 2019 the Ministry for Housing, Communities and Local Government (MHCLG) initiated a consultation on a Future Homes Standard for new build homes to be future-proofed with low carbon heating and energy efficiency. The proposed changes to energy efficiency requirements for new homes are set by Part L (Conservation of Fuel and Power) and Part F (Ventilation) of the Building Regulations. The first consultation ran until January 2020 and following assessment of the responses

⁶ <https://modgov.waverley.gov.uk/documents/s24747/pdf%20Final%20draft%20of%20report%2021.06.18.pdf>

⁷ <https://www.gov.uk/government/publications/energy-white-paper-powering-our-net-zero-future/energy-white-paper-powering-our-net-zero-future-accessible-html-version#chapter-4-buildings>

⁸ <https://www.theguardian.com/business/2021/feb/11/royal-mail-delivers-record-parcel-numbers-as-covid-cuts-despatch-of-letters>

to this consultation the MHCLG issued a second stage consultation in January 2021⁹. This second stage of the two-part consultation for domestic buildings put forward proposals to introduce a new overheating mitigation requirement in building regulations, re-consultation on the Fabric Energy Efficiency Standard, as well as other standards for building services in new homes and guidance on the calibration of devices that carry out airtightness testing, together with Changes to Part F (ventilation) and its associated Approved Document guidance. The government is currently assessing the feedback from this stage of the consultation and whilst COVID-19 has delayed the programme slightly, the plan remains to introduce the Future Homes Standards, making homes 'zero carbon ready' by 2025.

The Standard Assessment Procedure (SAP) is the methodology required by the government to assess and compare the energy and environmental performance of dwellings, and is used to determine compliance with the 35 energy efficiency requirements of Part L. The government consulted on SAP 2016, now named SAP 10¹⁰, in 2016. When the new Part L Standard is implemented, the government has said that it will publish version 10.2 of the Standard Assessment Procedure, which reflects the greening of the grid and growing use of renewable energy and other changes resulting from the second stage of the Future Homes Standard Consultation.

Recommendation 5: The Council implements the SAP 10 assessment methodology as part of the assessment process to deliver net zero carbon homes.

The government has issued a Home User Guide Template¹¹ which provides non-technical advice to occupants on how to operate and maintain their home in a healthy and energy efficient manner. Consultants and contractors working with the Council are already required to provide a Home User Guide so our standard template will be updated to incorporate guidance about current and best technologies and their operation, when they are used in our new build homes.

Lifetime carbon neutrality

The members of the Group considered two different components which contribute to a home being 'carbon neutral'. The first refers to 'operational carbon' and the second encompasses the embodied carbon. The Group heard that Thakeham Homes will be delivering the new properties at Ockford Ridge (Site B) to net-zero carbon/carbon neutral in operation standard.

The members of the Group heard no evidence that it would presently be feasible to deliver the more ambitious standard that includes embodied carbon and note that its feasibility will partially depend on changes made within the Council's supply chain, such as a reasonable cross-section of suppliers being able to provide Environmental Product Declarations¹² demonstrating what the product is made of and how it impacts the environment across its entire lifecycle.

⁹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/956037/Future_Buildings_Standard_consultation_document.pdf

¹⁰ <https://www.bregroup.com/sap/sap10/>

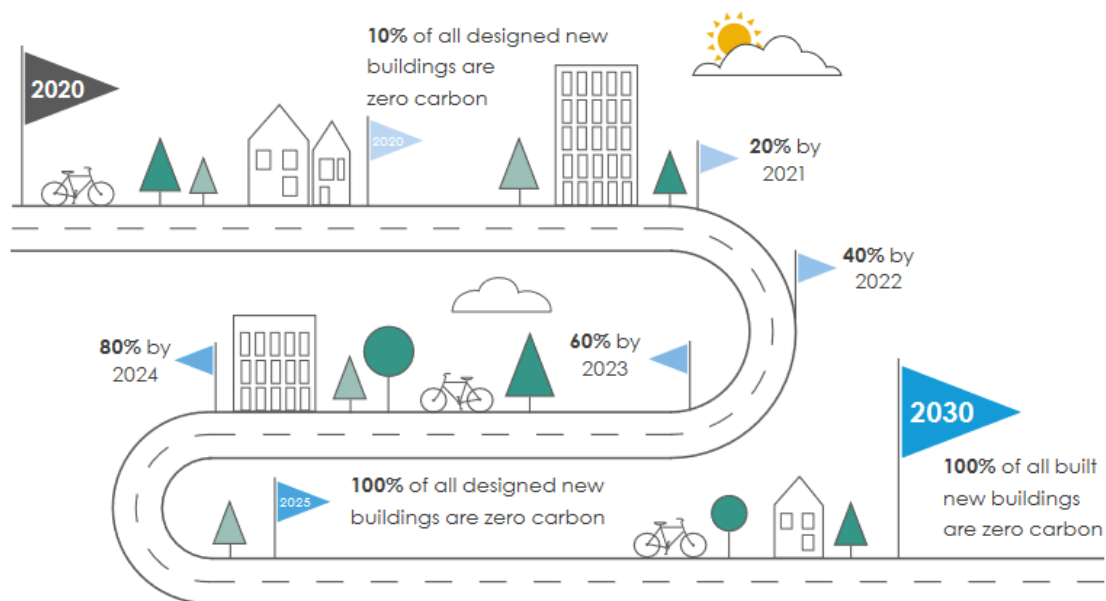
¹¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/953432/Home_User_Guide_Template.pdf

¹² <https://www.bregroup.com/services/certification-and-listings/en-15804-environmental-product-declarations/>

However, it is important that emissions from construction are considered and minimised where possible. Given the decarbonisation of energy sources, it is likely that these embedded emissions will account for a progressively larger share of the total emissions associated with buildings. For example, one of our contractors Thakeham has committed that all the new properties it delivers from 2025 will be Zero Carbon in lifetime operation and production. Therefore, the Council should see carbon neutrality in operation as a waypoint along the path towards achieving carbon neutrality in terms of both operational and embedded carbon in the next few years. This will require integration of whole life carbon assessment into the design, procurement, and construction process and beyond.

Recommendation 6: The Council should align its plans for future developments with the timeframes contained in the “LETI Climate Emergency Design Guide” (illustrated below).¹³



Recommendation 7: The Council should work with our contractors and their supply chains through the tender process to work to achieve carbon neutrality as measured by a RICS whole life carbon assessment by 2030.¹⁴

Performance of Council Homes - Standard Assessment Procedure (SAP) rating

The table below shows the standards achieved in typical properties (1, 2, and 3-bed homes) in recent Council developments.

Development	Median current CO ₂	Median current SAP rating	Median current SAP band
Badger Close	900	90	B

¹³ [LETI Climate Emergency Design Guide](#)

¹⁴ <https://www.rics.org/globalassets/rics-website/media/upholding-professional-standards/sector-standards/building-surveying/whole-life-carbon-assessment-for-the-built-environment-1st-edition-rics.pdf>

Barnett Lane	1733	79	C
Cedar Close	1200	86	B
Church View	1000	85	B
Nursery Close	1100	84	B
Perrior Close	900	89	B
Ridge Court	1100	84	B
Wey Court	1000	82	B
Whitebeam Way	1500	84	B

This shows that properties are usually B-rated. This informs the Group's assessment of where the Council should aim in the future.

Recommendation 8: All new properties developed by the Council should receive a SAP rating of 100 to enable them to be Energy Efficiency A-rated with an Environmental Rating 99A (CO₂ emission rate 0 tonnes/year) – net zero carbon in operation.

Review of design and energy standards

In 2018 the Task and Finish Group reviewing the Council Design Standards chose to implement the proposed standards in a scheme coming forward in the development programme which was Site C Ockford Ridge. For this Task and Finish Group Ockford Ridge, Site F will be used as the sample site.

Officers appointed an energy consultant to undertake a number of energy assessments at different standards on one of the properties which will form part of this scheme. It is a three-bedroom home.

The SAP rating is just one element of an Energy Performance Certificate for a property. Other information included in the certificate includes:

- Estimated energy costs for the dwelling over 3 years
- Estimated current and potential costs for lighting heating and hot water
- Energy performance-related features, for example, airtightness, wall thickness
- Current primary energy use per square meter floor area (kWh/m²/year)
- Heat demand – space and water heating

The evidence given to the Group by our sustainability and energy consultant indicated that reaching the energy standards recommended by this report would result in a 5-10% increase in construction costs relative to the baseline. This would be equivalent to between £10 – 20k extra to bring a 3 bedroom, 2 story property to net zero in operation.

Whilst this is a significant sum of money, the group believes it represents value for money. As well as providing tangible environmental improvements, it achieves the objective of mitigating the need for costly retrofits in the future.

Furthermore, with improvements in technology it will be possible to also achieve broadly stable or even slightly reduced running costs for tenants relative to the current baseline, whilst also moving away from fossil fuel-based means of heating.

The table below shows the end user indicative running costs when assessed against the proposed SAP10 methodology and requirements of Part L 2021.

Specification	Baseline (Site A Ockford Ridge spec)	Part L 2021 Pass (2021)	Part L 2021 Net Zero (2021)	Part L 2021 Net Zero (simulated)	Part L 2021 Net Zero Passivhaus
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	(2021))			modern Heat Pump)	Part (2021)
End User Indicative Running Costs (standard tariff, £0.189/kWh+£0.25/day standing charge, +£642 unregulated electricity, 2.79 People)	£1,161.63	£1,346.18	£1,199.51	£1,089.33	£1,095.56

Recommendation 9: The Council should make the budgetary provision necessary to achieve the standards outlined in this report to deliver a net zero home in operation measured using Part L 2021.

Passivhaus Standard

This is one of the best-known standards for designing and building environmentally friendly homes. It requires the property to achieve energy efficiency by reducing heat loss through a combination of very high levels of insulation, airtight building fabric, and mechanical ventilation, such that the air can be kept at a comfortable temperature mostly through passive heat sources.

However, the Group does not believe it is the right standard for Waverley. It prescribes particular technologies and approaches in a manner that deprives the Council of the flexibility to achieve reductions in carbon emissions and energy use using other more appropriate means. The Group saw estimates indicating that Passivhaus indeed requires a larger initial outlay and produces smaller reductions in ongoing running costs to achieve the same carbon and energy outcomes.

In addition, the reliance on mechanical rather than natural ventilation may create issues with overheating and poor indoor air quality.¹⁵ The process for operating and maintaining these systems may be unfamiliar to occupants, who have not resided in a mechanically ventilated property before. If the occupants do not adhere to the operating requirements of a Passivhaus home, this may significantly undermine the performance of the home.

Recommendation 10: That the Council should not pursue Passivhaus accreditation unless there is a compelling additional reason to do so, for example, if grant funding is conditional upon achieving it.

Recommendation 11: New occupants of any mechanically ventilated properties should be provided with sufficient information and training to ensure the property performs in operation as in design.

¹⁵

<http://radar.gsa.ac.uk/3680/1/McGill%20et%20al.%202017%2C%20An%20investigation%20of%20IAQ%20in%20UK%20Passivhaus%20dwellings.pdf>

Maximising on-site renewable energy and use of modern methods of construction

In order to receive funding from Homes England, the Council will likely have to show it is *“maximising renewable energy especially through decentralised sources, including on-site generation and community-led initiatives.”*¹⁶

Recommendation 12: The Council should build homes such that renewable energy can be generated on-site whenever feasible.

When considering funding applications Homes England is also encouraging increasing the number of bids using either partial or fully offsite or innovative methods of construction.¹⁷

Recommendation 13: The Council should build homes using modern methods of construction, for example, timber frame.

The Hackitt Report

In May 2018 Dame Judith Hackitt issued a report updating building regulations, particularly in relation to fire safety, following the Grenfell Tower disaster in June 2017. The Group accepts the need for all new Council homes to comply with the requirements of this report.

Recommendation 14: the Council shall update the standards for new build properties in light of Building a Safer Future: Independent Review of Building Regulations and Fire Safety (Final Report) [May 2018] by Dame Judith Hackitt.¹⁸

Concerns raised in the Tenant’s Survey

82 residents of new Council properties were sent copies of the questionnaire and 14 responded. However, not every respondent addressed every question. Though a clear majority of respondents expressed satisfaction with most aspects of their new home and stated they would recommend a council-built property to a friend or family, there was feedback indicating concerns on a pair of issues.

Satisfaction with *“the location, space, and convenience for refuse and recycling containers”* was notably lower than on other topics. A number of comments also mentioned this issue. Some of these indicated that it was partly to do with the management of the facilities and the behaviour of other users. However, a number specifically mentioned issues with the design of the facilities.

Recommendation 15: The Council should seek and apply best practice in the design of space for refuse and recycling containers.

A number of comments mentioned inadequate soundproofing in the properties despite this issue not being specifically mentioned by the survey. Building Regulations (Approved Document Part E) sets minimum standards for the sound insulation that separating walls and floors offer between dwellings, and also for internal walls and floors separating rooms within dwellings. As part of

¹⁶ <https://www.gov.uk/guidance/affordable-housing-funding-strategic-partner-application-process>

¹⁷ [MHCLG Joint Industry Working Group MMC Definition Framework](#)

¹⁸ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707785/Building_a_Safer_Future_-_web.pdf

building regulation requirements, contractors are required to commission acoustic testing. To ensure the properties perform in use, the Council could require contractors to undertake further testing of a sample of properties when occupied.

Recommendation 16: Addition of further in-use sound test sampling as part of the Employer's Requirements.¹⁹

Sustainable transport

As noted above, transport is the one area of life in the UK that produces more carbon emissions than buildings. Therefore, one of the Council's most important objectives in designing new homes should be facilitating more sustainable travel.²⁰

Recommendation 17: all new Council properties should be built on the assumption that during their lifespan electric vehicles will entirely displace those powered by internal combustion engines. This means providing charging infrastructure on parking spaces provided on land owned or controlled by the Council. Where parking spaces are provided elsewhere, the Council should ensure the necessary conduits are installed to allow for the easy installation of charging infrastructure if the demand arises.

However, whilst electric vehicles represent an improvement on petrol or diesel fuelled vehicles in terms of emissions, they are still inferior to active travel and public transport from an environmental perspective. The Council now has a sustainable transport officer and their work should be integrated with the housing design standards.

Recommendation 18: where the scale of provision on a given site makes it feasible, the development should make a contribution to improving walk- and cycle ways in the area.

Recommendation 19: for properties with good access to public transport, the Council should assess the feasibility of planning policies that provide a degree of flexibility for the minimum number of parking spaces to include pull-in or visitor spaces for short stays by emergency and delivery vehicles in place of residents parking.

Where parking is in communal parking courts or on-road, each development will need to ensure that electric vehicle charging points are set up with a mechanism for ensuring that the user is charged for the electricity supplied, be it through allocated parking spaces with the charging point linked to a switch in the tenant's property or through a pay-at-source arrangement.

Recommendation 20: developers design in an arrangement for tenants without in-curtilage parking provision to be charged for electricity supplied to communal parking areas for vehicle charging points.

Building for a Healthy Life

The frequent issuing of guidance and regulations to 'stay local' during the pandemic has underlined the importance of their neighbourhoods to the welfare of our residents. Given this, the Group is

¹⁹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/468870/ADE_LOCKED.pdf

²⁰ <https://bills.parliament.uk/Publications/41447/Documents/196/21003.pdf>

keen to see consideration given not only to the quality of individual homes developed by the Council but also the quality of the neighbourhoods they are embedded in.

Building for a Healthy Life is a Design Code written in partnership by Homes England, NHS England, and NHS Improvement. It aims to *“help people improve the design of new and growing neighbourhoods”* by setting out 12 considerations *“to think about the qualities of successful places and how these can be best applied to the individual characteristics of a site and its wider context”*.²¹ These are organised under the headings of Integrated Neighbourhoods, Distinctive Plans, and Streets for All.

Recommendation 21: That for any future Council-lead development, an assessment in light of the considerations in Building for a Healthy Life should be undertaken and published.

Designing Out Crime – Secure by Design

Secured by Design (SBD) is the official police security initiative that works to improve the security of buildings and their immediate surroundings to provide safe places to live, work, shop and visit. Designing Out Crime Officers collaborate with Local Authorities, architects and contractors to provide advice and guidance from scheme inception until the development is complete.

Recommendation 22: The Council should work with appointed architects, contractors and Designing Out Crime Officers to improve the securing of buildings and adopt crime prevention measures across the site.

Sustainable water use

The Environment Bill 2020 sets out how we plan to protect and improve the natural environment in the UK. The water measures in the Environment Bill will help to secure long-term, resilient water, and wastewater services, making sure that the UK becomes a cleaner, greener, and more resilient country for the next generation.¹⁸

Building Regulations Part G provides guidance on the supply of water to a property, including water safety, hot water supply, and sanitation and water efficiency i.e. an easily accessible water supply that doesn't incur waste. The current regulation for water usage per person per day is set at 125 litres of water per person per day. However, through the specification of water efficiency measures, it is recommended to continue to achieve the former Code for Sustainable Homes Level 4 standard of 105 litres of water per person per day. Efficient water use makes our supply more resilient against the impacts from climate change, such as droughts.

Recommendation 23: For new builds to continue to achieve <105 litres of water per person per day.

Recommendation 24: The Council should facilitate rainwater harvesting through the provision of water butts and for larger sites consider the larger systems such as underwater storage tanks.

Tenant involvement

This report has been substantially strengthened by being able to draw on the insights from the tenant's survey. The first homes designed using the 2018 standards are those to be constructed as

²¹ <https://www.creatingexcellence.net/wp-content/uploads/2020/07/Building-for-a-Healthy-Life-July-2020.pdf>

part of the regeneration programme at Ockford Ridge, Site C and it would be desirable to also learn about the experiences of the tenants who move into them.

Recommendation 25: The Council should, as a matter of routine, survey tenants of new homes about their experience of living in them within six months of them moving into the property.

Despite its utility, it should be noted that the survey for this review was of a relatively small population. Therefore, despite a reasonable response rate, a modest number of responses were received. In addition, because respondents were promised anonymity, there was not an opportunity to seek clarification from respondents or go into further depth on answers.

Recommendation 26: The Council should explore the possibility of engaging external expertise to use qualitative research methods including depth interviews and focus groups to gain a more nuanced understanding of the experiences of new tenants.

Given the endorsement of co-design in the Government's 'Charter for Social Housing'²², current Waverley tenants should be brought into the design process at an early stage.

Recommendation 27: The Council should implement a co-design process for new homes with a representative from the Tenants Panel.

Final output: standards

This report is written as a guide to the Group's findings for consideration by the Housing Overview & Scrutiny Committee and the Executive. If these committees are minded to accept the Group's recommendations, then these new standards should be distilled into guides for other audiences.

Recommendation 28: Officers should produce a user-facing brochure and update the technical employer's requirements based on the recommendations of the Group. The user-facing brochure should be considered and agreed upon with the Tenants Panel.

Glossary

Building for a Healthy Life: A Design Code written in partnership between Homes England, NHS England, and NHS Improvement to *"help people improve the design of new and growing neighbourhoods"*.

Carbon footprint: "A carbon footprint is the total amount of greenhouse gas emissions that come from the production, use, and end-of-life of a product or service. It includes carbon dioxide — the gas most commonly emitted by humans — and others, including methane, nitrous oxide, and fluorinated gases, which trap heat in the atmosphere, causing global warming."²³

Carbon neutral: "All carbon emissions are either eliminated or are offset by counteracting emissions through carbon-absorbing projects. To become carbon neutral an organisation should be considering its own direct emissions as well as those created by suppliers."²⁴

²² <https://www.gov.uk/government/publications/the-charter-for-social-housing-residents-social-housing-white-paper/the-charter-for-social-housing-residents-social-housing-white-paper>

²³ <https://www.nytimes.com/guides/year-of-living-better/how-to-reduce-your-carbon-footprint>

²⁴ <https://www.waverley.gov.uk/Portals/0/Documents/services/environmental-concerns/climate%20change/Waverley%20Carbon%20Neutrality%20Action%20Plan%202020->

Embodied carbon: “The carbon emissions associated with the extraction and processing of materials and the energy and water consumption used by the factory in producing products and constructing the building. It also includes the ‘in-use’ stage (maintenance, replacement, and emissions).”²⁵

Future Homes Standard: “The [Future Homes Standard](#) is a set of standards that will complement the Building Regulations to ensure new homes are subject to higher energy standards. The standard will comprise a series of amendments to Part F (ventilation) and Part L (conservation of fuel and power) of the [Building Regulations](#) for new homes. Once the legislation is passed 2025, all new homes will have to be built according to the standards.”²⁶

Operational carbon: “The carbon dioxide and equivalent global warming potential (GWP) of other gases associated with the in-use operation of the building. This usually includes carbon emissions associated with heating, hot water, cooling, ventilation, and lighting systems, as well as those associated with cooking, equipment, and lifts (i.e. both regulated and unregulated energy uses)”²⁷

Passivhaus Standard: Certification by the Passivhaus Trust that a building enables thermal comfort to be “achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.”²⁸

Qualitative research: “collecting and analysing non-numerical data (e.g., text, video, or audio) to understand concepts, opinions, or experiences. It can be used to gather in-depth insights into a problem or generate new ideas for research.”

Retrofit: “providing something with a component or feature not fitted during manufacture or adding something that it did not have when first constructed”.²⁹

Standard Assessment Procedure: “the methodology used by the Government to assess and compare the energy and environmental performance of dwellings.”³⁰

Tenants Panel: “a non-political, unincorporated organisation comprising a group of no more than 15 elected members representing the interests of tenants and leaseholders of Waverley Borough Council.”³¹

Whole life carbon (WLC): “This includes embodied carbon, as defined above, and operational carbon. The purpose of using WLC is to move towards a building or a product that generates the lowest carbon emissions over its whole life (sometimes referred as ‘cradle -to-grave’).”³²

²⁵ https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf

²⁶ <https://www.homebuilding.co.uk/advice/future-homes-standard>

²⁷ https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf

²⁸ https://www.passivhaustrust.org.uk/what_is_passivhaus.php#2

²⁹ <https://www.designingbuildings.co.uk/wiki/Retrofit>

³⁰ <https://www.gov.uk/guidance/standard-assessment-procedure>

³¹ [https://www.waverley.gov.uk/Portals/0/Documents/services/housing/council-housing/Waverley%20Tenants%20Panel%20Constitution%20-%20ratified%20September%202019%20accessible%20doc%20\(1\).pdf?ver=s5DvNdxoPThj3oPkqpQ9Ew%3D%3D](https://www.waverley.gov.uk/Portals/0/Documents/services/housing/council-housing/Waverley%20Tenants%20Panel%20Constitution%20-%20ratified%20September%202019%20accessible%20doc%20(1).pdf?ver=s5DvNdxoPThj3oPkqpQ9Ew%3D%3D)

³² https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf

Whole life carbon assessment: Accounting “for all emissions arising over the entire life of a built asset.”³³

Zero carbon balance: “A building that achieves a zero carbon balance is 100% powered by renewable energy, achieves a level of energy performance in-use in line with our national climate change targets and does not burn fossil fuel.”³⁴

³³ <https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

³⁴ https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf

Appendix A: 2018 standards carried forward

Internal Design Standards

7. For new builds to meet the minimum gross internal area² requirements per property type:

	1 bed/2 person Flat (m ²)	2 bed/4 person Flat (m ²)	2 bed/ 4 person House (m ²)	3 bed/5 person House (m ²)
Recommendation: Proposed new Waverley Standard	50	70	83	86 (1 storey) 96 (2 storey) 102 (3 storey)

8. For the minimum size of a single bedroom to be no less than 7.5m², for a double bedroom to be no less than 12.5m² and a twin room to be the equivalent of two single rooms of 7.5m², and for all to have the below corresponding widths:

	Single Bedrooms (m)	Double Bedrooms (m)	Twin rooms (m)
Recommendation: Proposed Waverley Standard	2.15	2.75	2.75

9. For ceilings to be a maximum of 2.4m in height, excluding rooms with sloped ceilings.

10. For new builds to meet the minimum living space requirements per property type:

	1 bed/2 person Flat (m ²)	2 bed/4 person Flat (m ²)	2 bed/ 4 person House (m ²)	3 bed/5 person House (m ²)
Recommendation: Proposed new Waverley Standard	23	27	27	29

11. For new builds to meet the minimum storage space per property type:

	1 bed/2 person Flat (m ²)	2 bed/4 person Flat (m ²)	2 bed/ 4 person House (m ²)	3 bed/5 person House (m ²)
Recommendation: Proposed new Waverley Standard	2.5	3.0	3.0	3.5

12. The revised standard should reflect the space standards contained in table 4 (page 20) and should specify separate floor to ceiling ventilated airing cupboard of a minimum area of 1m² with a heat source.

13. For the design standards to include a covered porch at the main defined entrance point (either at the front of the house, but not necessarily enclosed, or where there is a defined rear access), with the additional optional provision of a reception area adjacent to the main defined entrance point.

External Appearance

14. That the number of car parking spaces per dwelling meets the requirements set out in the current Waverley parking guidelines.

15. To continue to make the distinction between the number of spaces in urban and rural settings by following the existing Waverley Parking Guidelines.

16. Continue to provide 4.8m x 2.4m for C35 general needs in-curtilage parallel/ bay car parking with at least one space that can be widened to 3.3m.

17. Continue to provide 6.1m x 2.4m for C3 general needs 0°/linear car parking with at least one space that can be widened to 3.3m. 18. For group parking specify disabled parking dimensions and ensure spaces are no less than 4.8m x 3.6m, with an additional demarcated area of 1.2m at the rear to enable wheelchair access; and in grouped parking situations where 10 or more spaces are provided, for 10% of spaces to meet the minimum

18. For group parking specify disabled parking dimensions and ensure spaces are no less than 4.8m x 3.6m, with an additional demarcated area of 1.2m at the rear to enable wheelchair access; and in grouped parking situations where 10 or more spaces are provided, for 10% of spaces to meet the minimum disabled parking dimensions. For grouped parking situations with fewer than 10 spaces one space shall meet the minimum disabled parking dimensions.

19. To include provision of wiring for one electrical charging point per residential property with in-curtilage parking, and provision of wiring for one electrical charging point per 10% of group or undedicated parking spaces with a minimum of one space.

20. Continue to provide per dwelling a 6' x 4' shed with a secure locking cycle point within the rear private garden.

21. Where a communal play area is part of the design in a development, for 'A' frame stands to be included to accommodate secure visitor and children's cycle parking.

22. New builds should aim to meet the recommended garden space size per property type, whilst seeking to utilise the site's full development potential:

	1 and 2 bed flat (m ²)	2 bed house (m ²)	3 bed house (m ²)	4 bed house (m ²)	5 bed house (m ²)
Recommendation: Proposed new Waverley Standard	25	50	60		

23. To continue to ensure paths within the curtilage of individual dwellings are a minimum 900mm (0.9m) in width.

24. To continue to ensure building entrances with communal paths are a minimum 1.2m in width.

25. Gateways should be a minimum of 850mm wide.

26. For significant developments, particularly where planning and construction are carried out in distinct phases, to include an integration and whole site design plan; and

27. For significant developments to include an infrastructure needs assessment, which includes broadband, mobile phone coverage and fifth generation wireless (5G).

Roof space

32. That the revised Design Standards include a design element for loft space to incorporate a habitable bedroom; and that this should only apply to house types with 3 + bedrooms and would therefore vary scheme to scheme.

33. Building into the roof to create a habitable bedroom should be considered per scheme as a cost effective solution for creating additional bedroom space in 1 and 2 bed homes without increasing the building's footprint.

Appendix B

How is your home?

Survey

Context

86 surveys were sent by post to residents of recently built Council homes in Cedar Close, Nursery Close and Wey Court Whitebeam Way, Ockford Ridge, and Ridge Court. We received 14 replies, though not all respondents answered every question.

The big picture

1. What do you particularly like about your home?

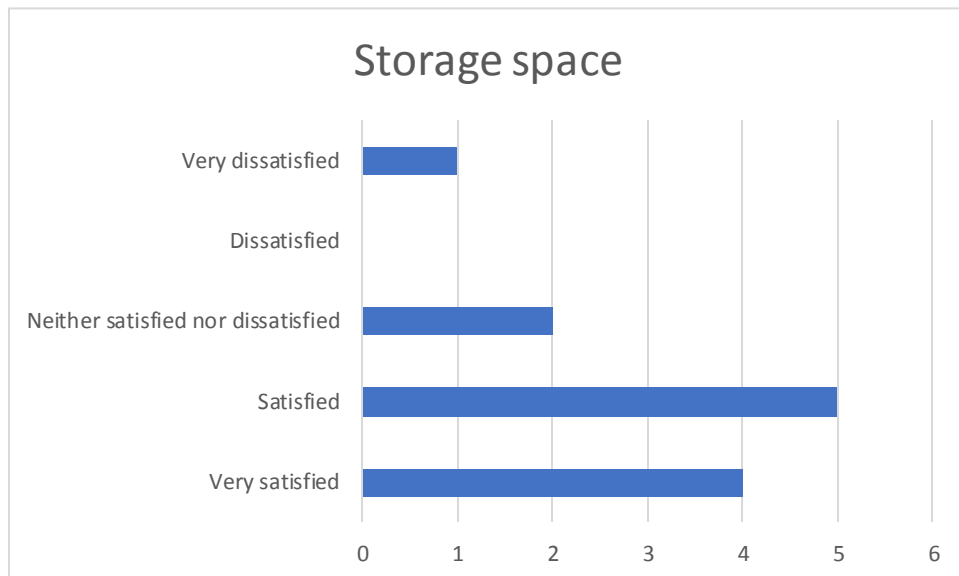
Space & finish, kitchen, driveway, size of bedrooms, spacious, good storage, allocated parking, near playground and school, lovely size, everything, I don't, nice modern kitchen, nice & modern, windows & doors, space.

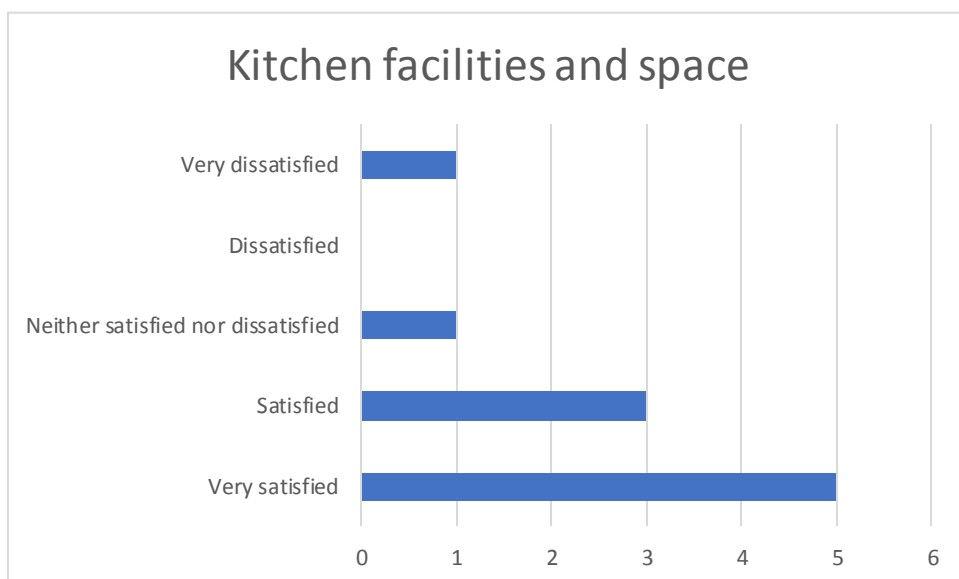
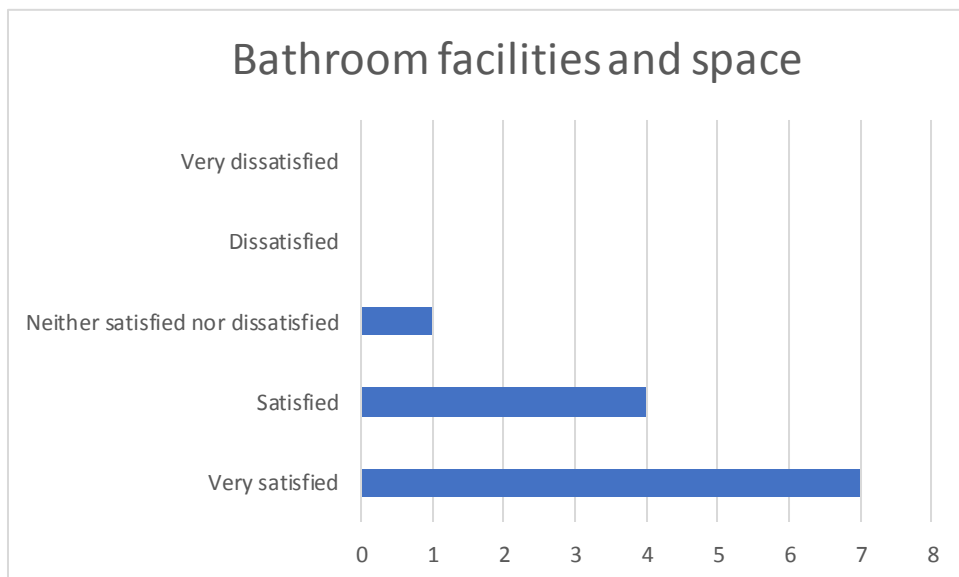
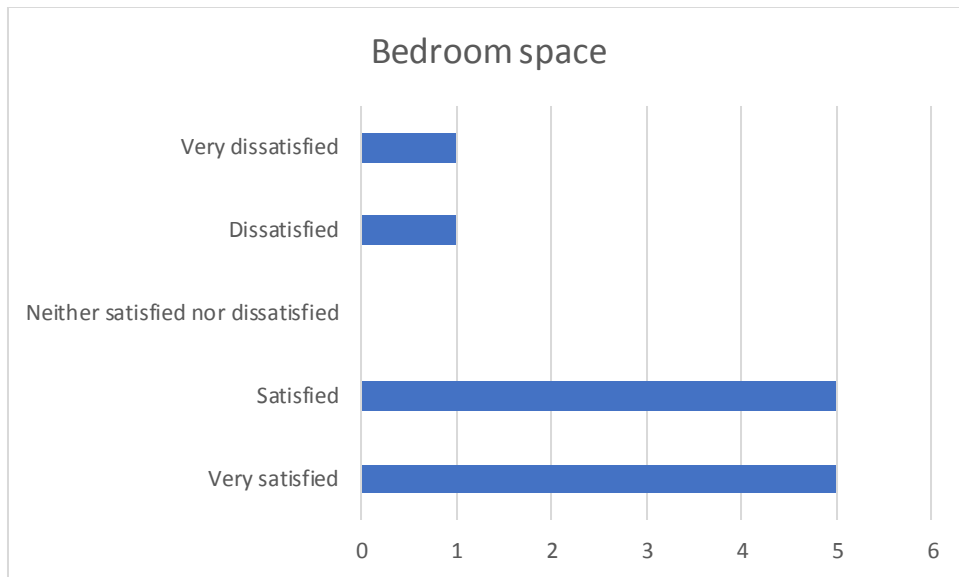
2. What do you particularly dislike about your home?

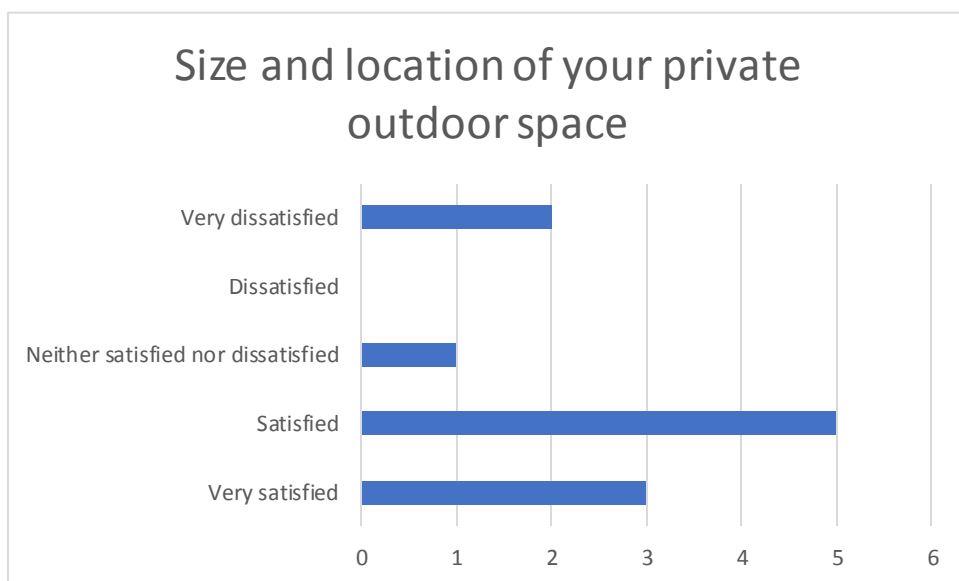
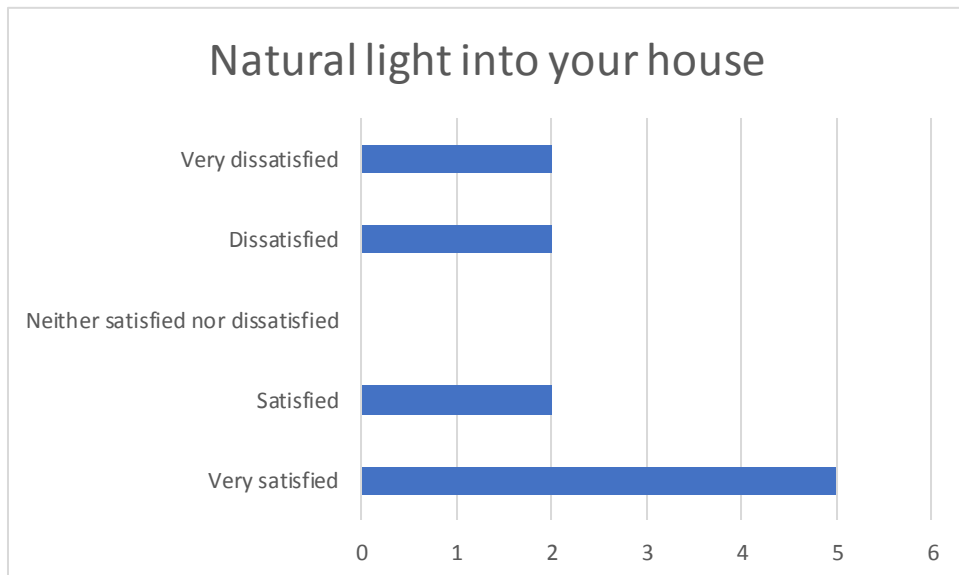
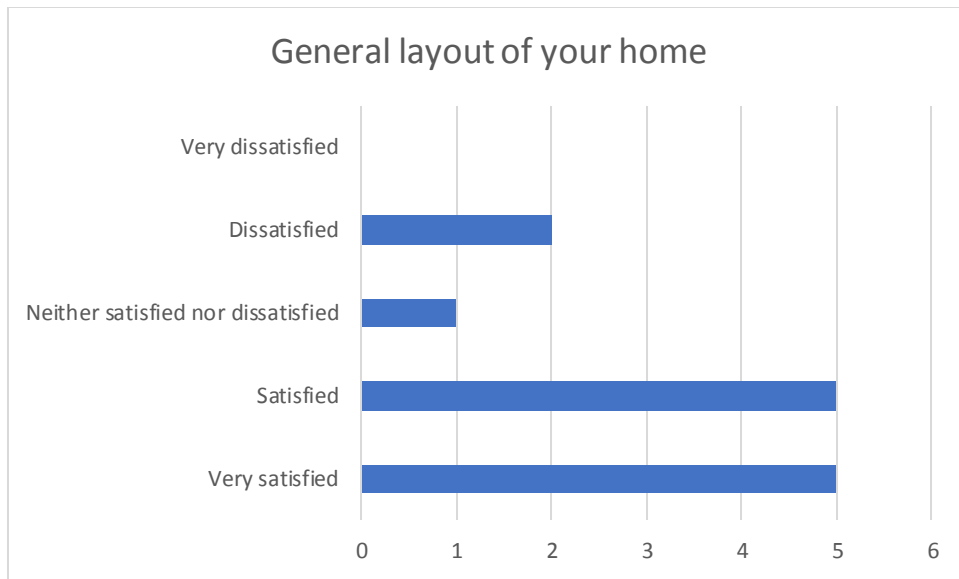
Lack of sound proofing between rooms, lack of privacy in garden as neighbours can see through chainlink fence, poor quality of fittings, backyard not fully fenced, nothing, noise up stairs, too few bedrooms, lack of daylight in the kitchen open plan kitchen and living room

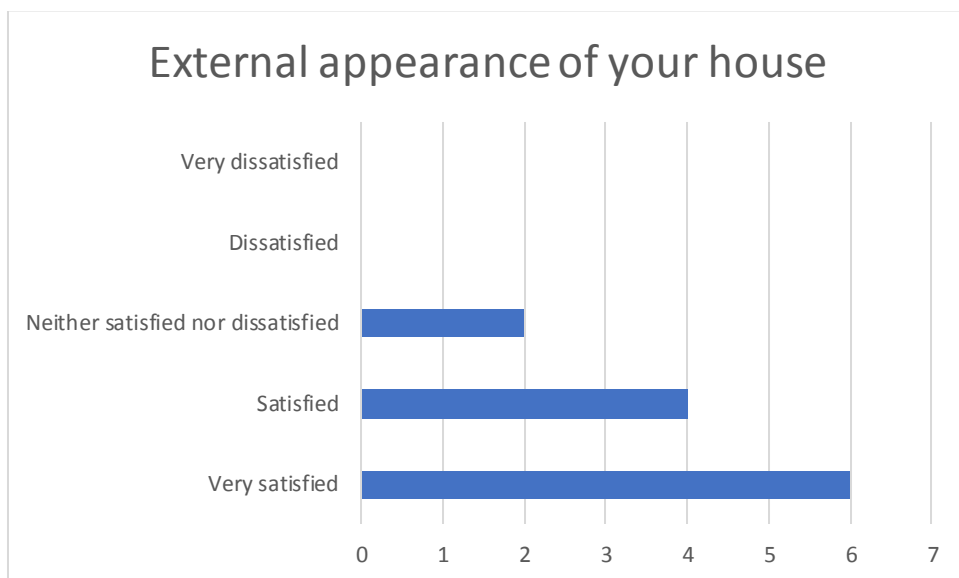
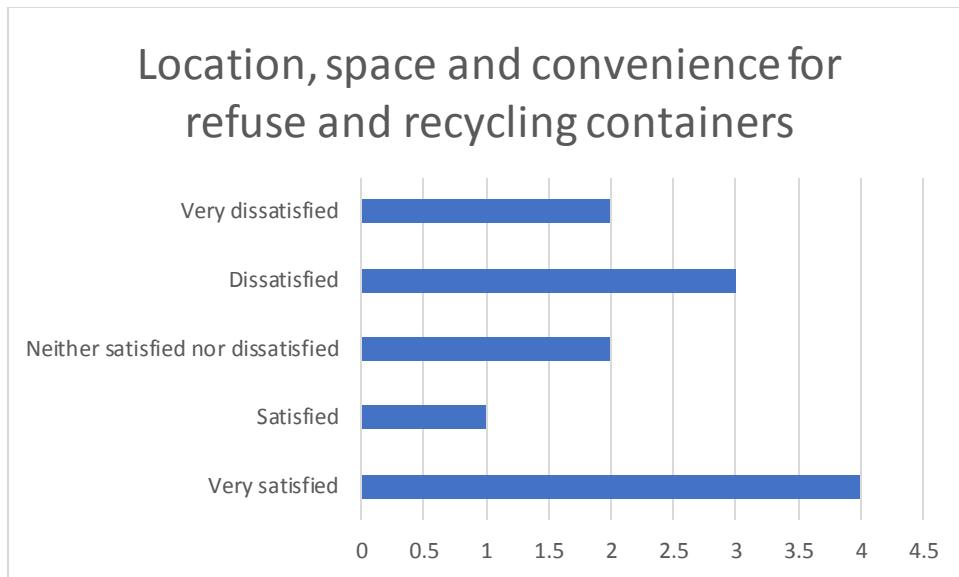
Likes and dislikes

3. More specifically, how satisfied / dissatisfied are you with the following:





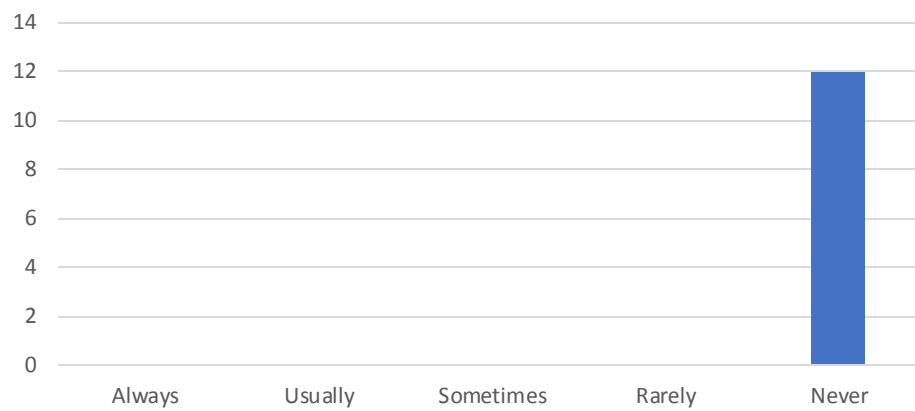




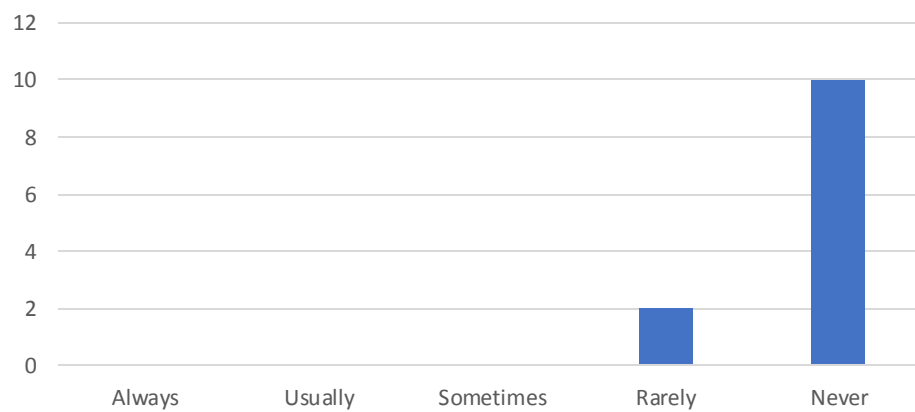
4. If you are particularly dissatisfied with any of the above points, please tell us more:
Nowhere to put bins without them being in the way, a lack of privacy in the garden, bin stores are dirty, communal bin area is dirty, distance to bin area

Home working

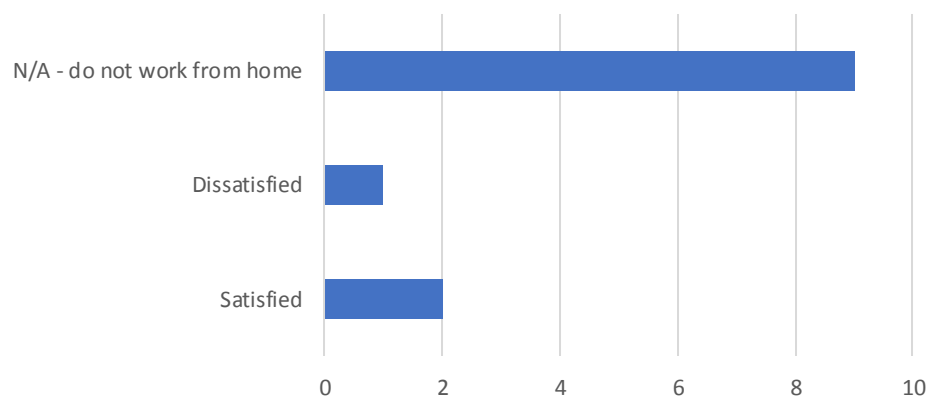
5. Before the Covid pandemic, how often did you work from home?

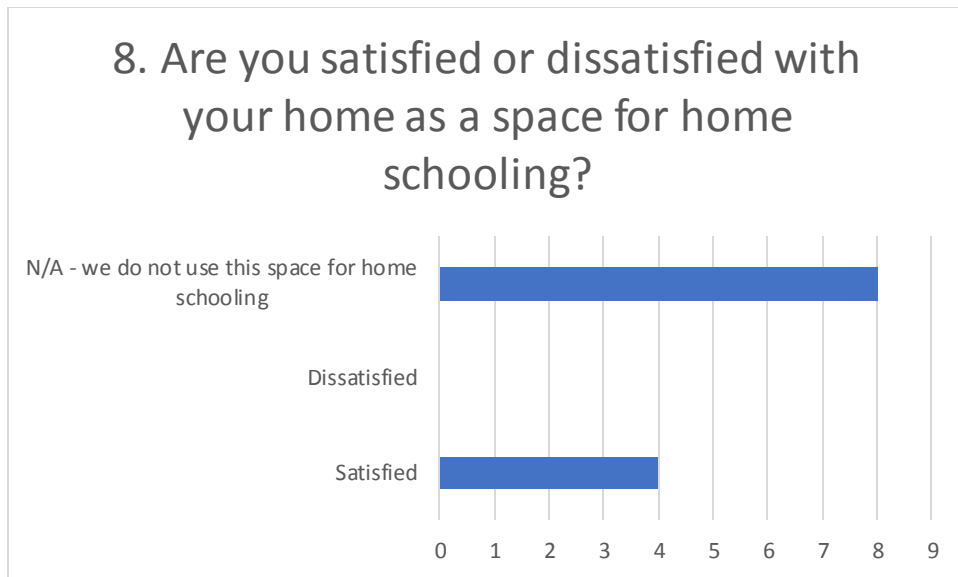


6. How often do you currently work from home?



7. Are you satisfied or dissatisfied with your home as a space to work?



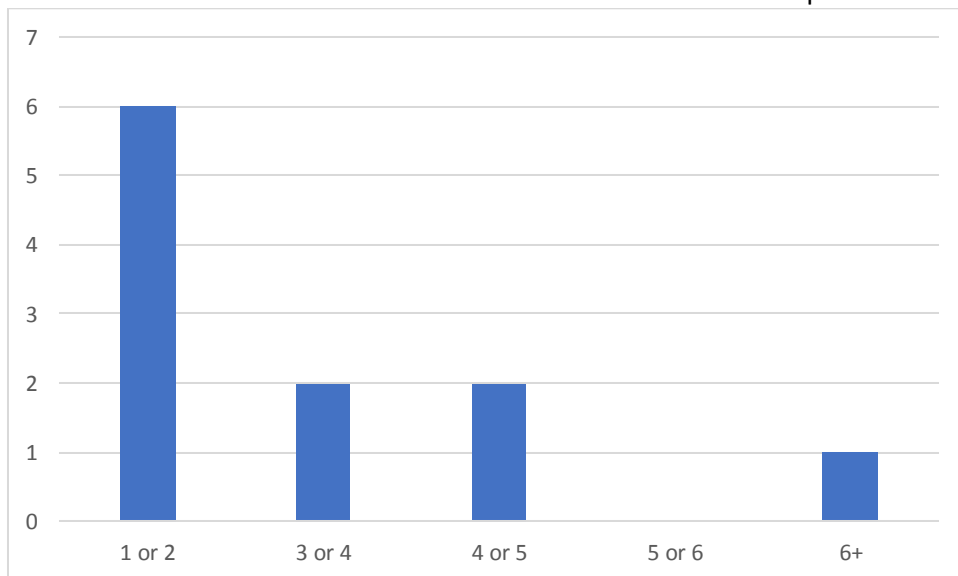


9. What are the reasons for your answer?

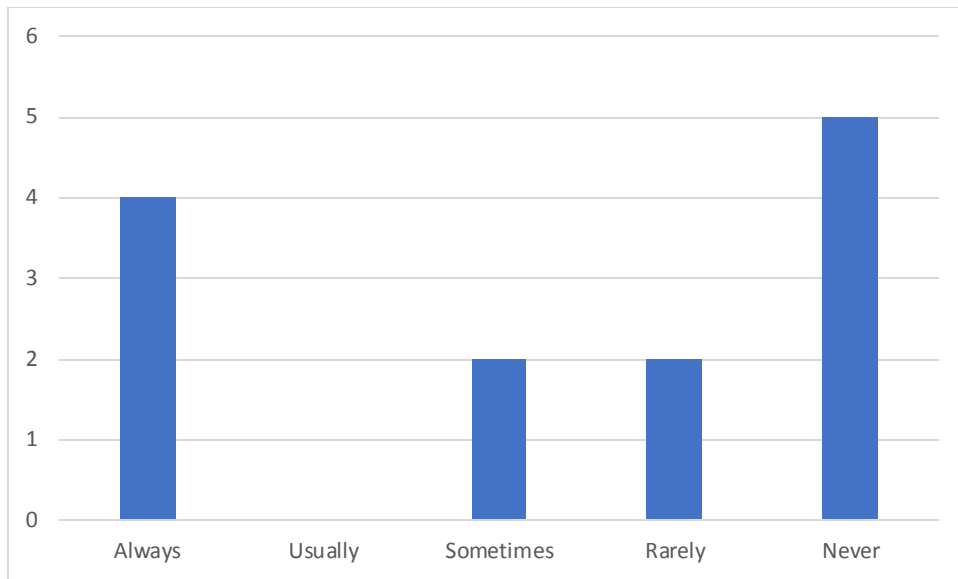
Home is very spacious, space to work on kitchen table, not space for computer desk, lots of storage space

Transport and local facilities

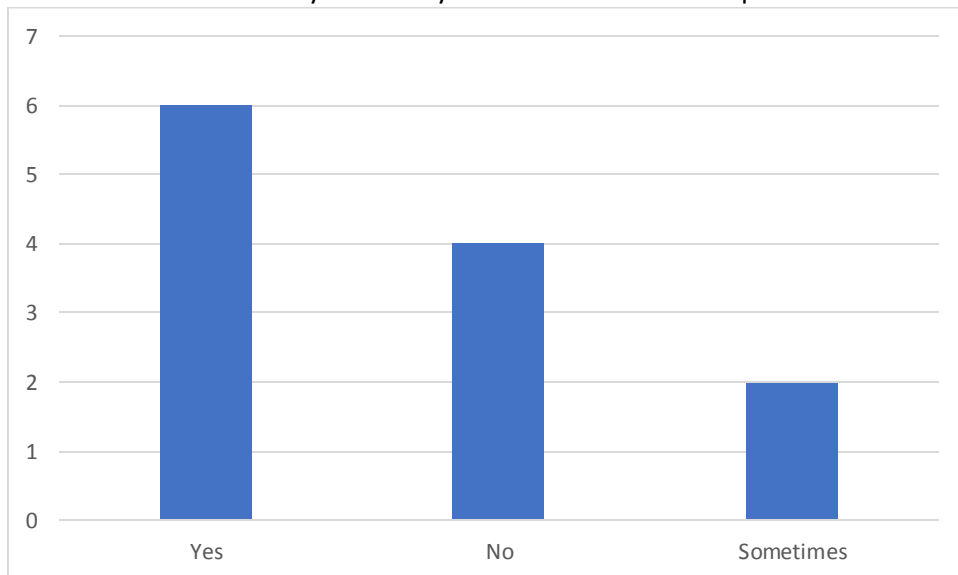
10. In a typical week (excluding the impact of Covid-19 and lockdowns), how many times do you have to travel for more than 15 minutes to reach essential shops or other local facilities?



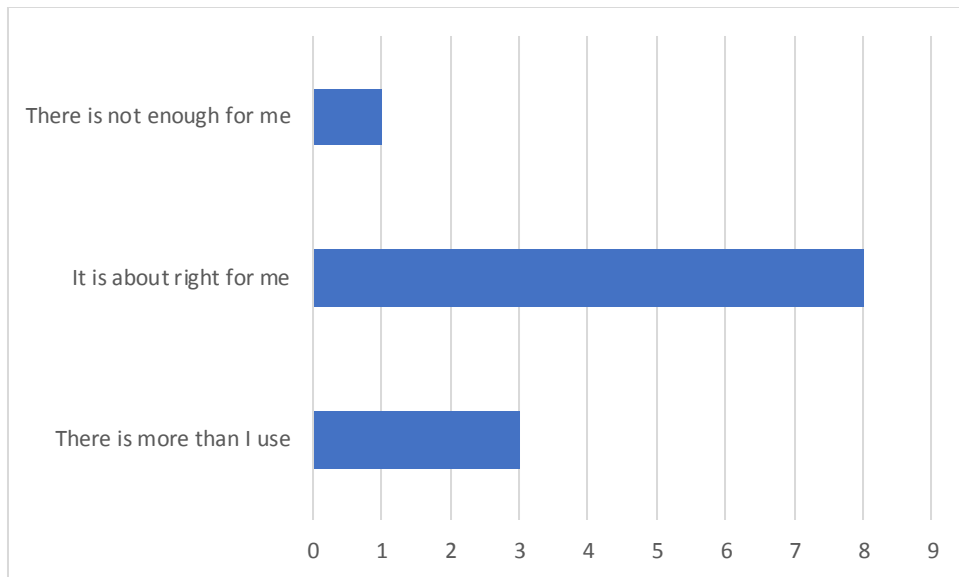
11. How often do you have to drive to reach essential shops or other local facilities rather than walking, cycling or taking public transport? (Please disregard the impact of Covid-19 and lockdowns)



12. Do visitors find it easy to locate your home on the development site?

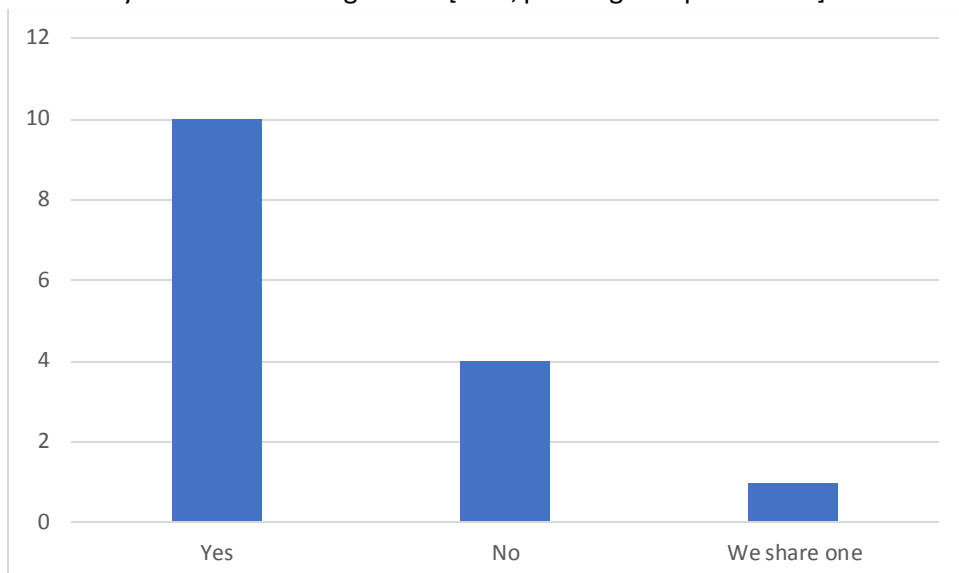


13. Thinking about the amount of parking at your house, which statement best describes your view:



Garden

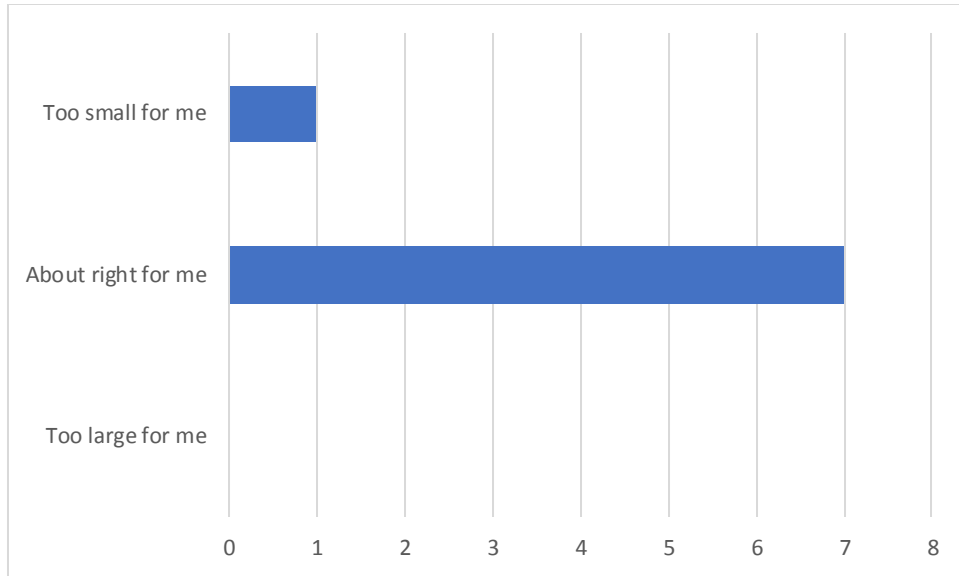
14. Does your home have a garden? [If no, please go to question 20]



15. How would you describe this garden in three words?

Large, tidy, a project to fulfil, good size, overlooked, easy to look after, large enough, spacious, organised, beautiful, plenty of space, brilliant, perfect, open, space, shared, lovely size, lack of sun

16. Is your garden?

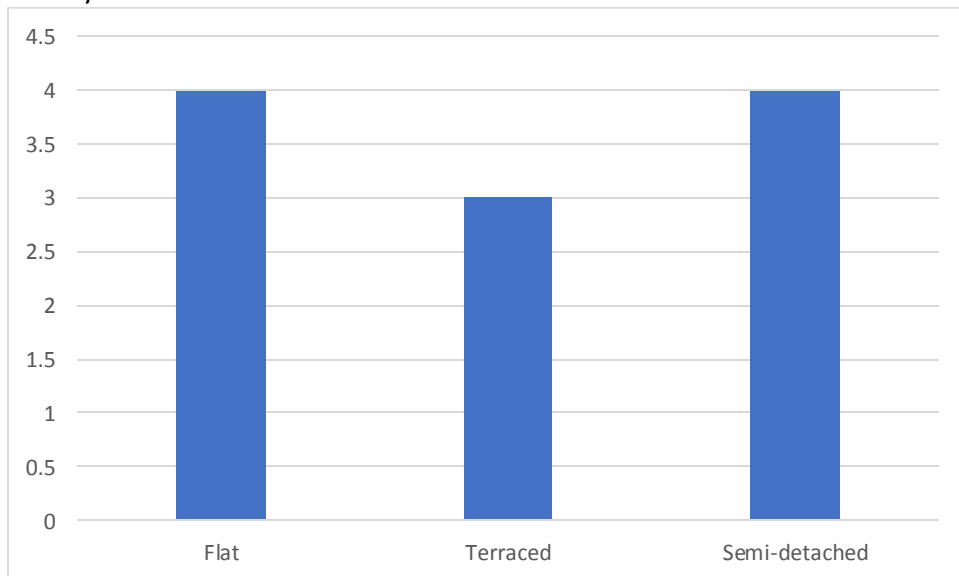


17. What do you mainly use your garden for?

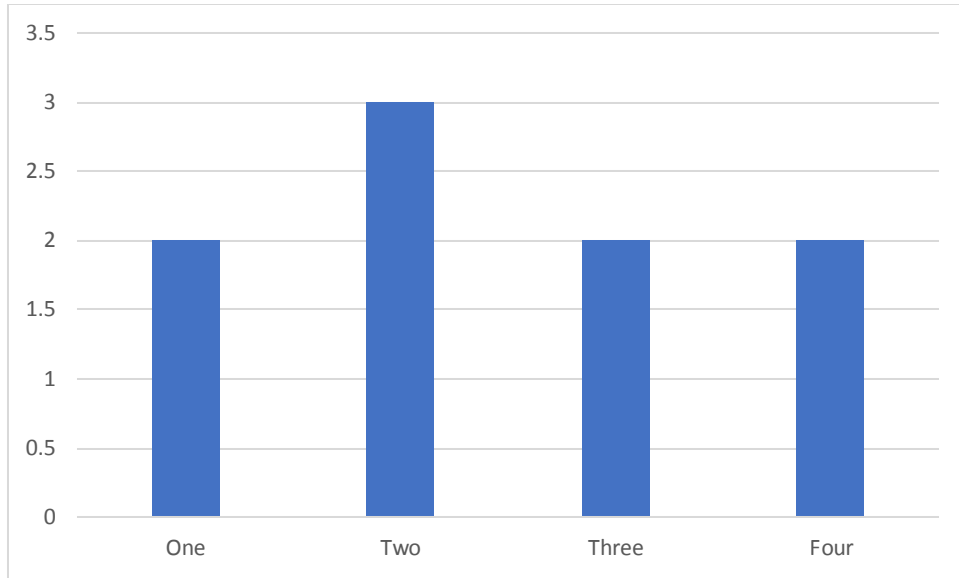
Gardening, recreation, socialising, children’s play, seeing grandchildren, kid’s playing, sitting on patio, not using due to covid, storage of refuse bins, storing sheds and water butts

About your home

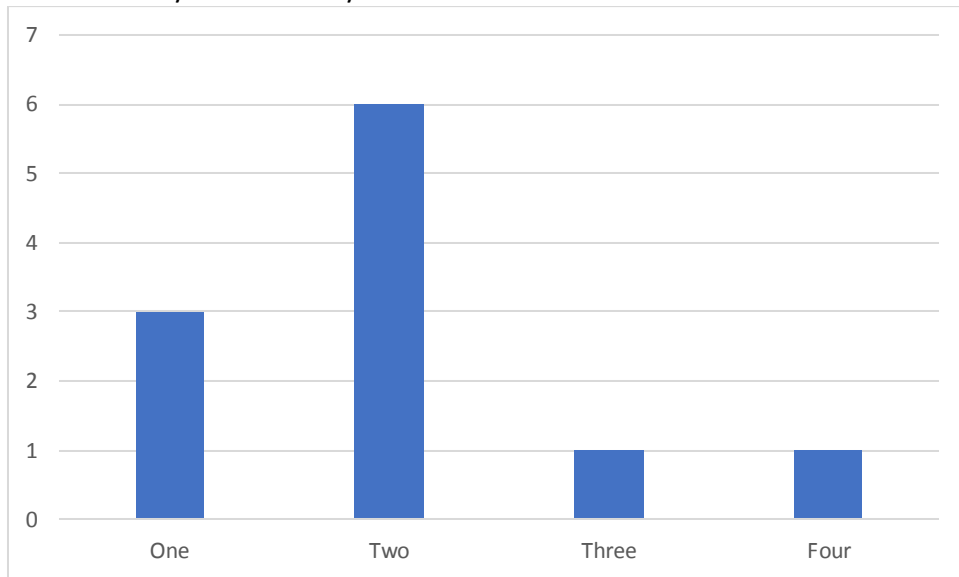
18. Is your home?



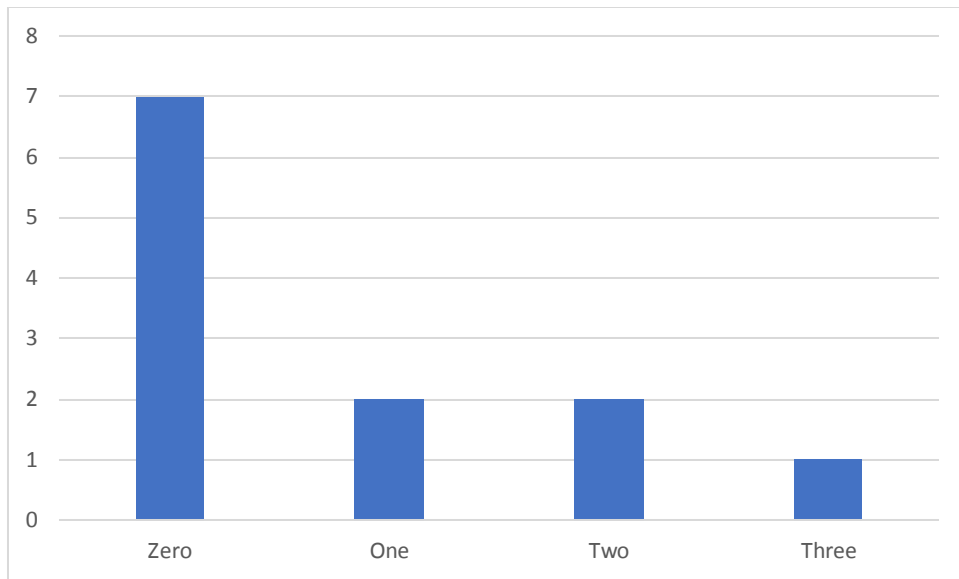
19. How many bedrooms are there?



20. How many adults usually live there?



21. How many children usually live there?



22. Which neighbourhood is it in?

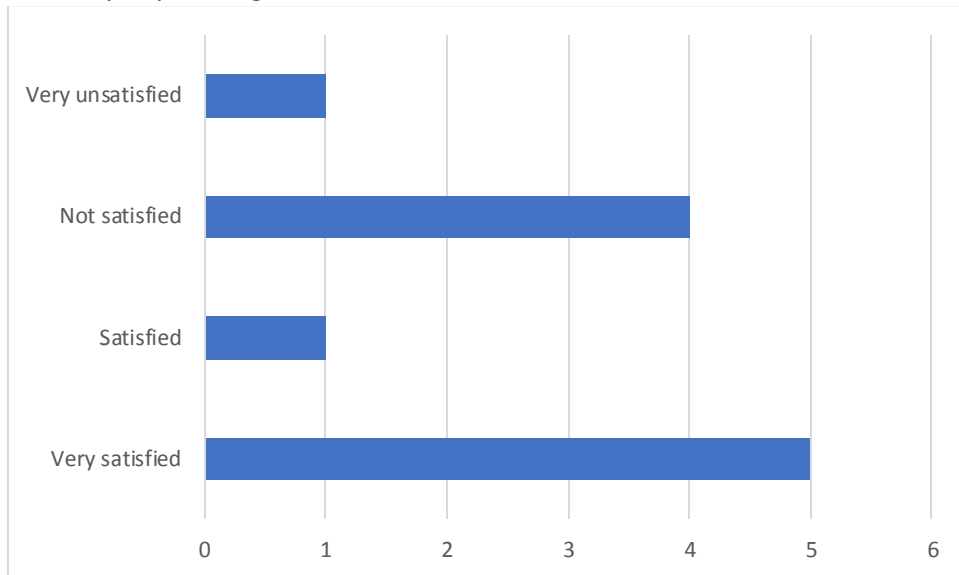
Almost all the respondents said they were from Ockford Ridge

The long-term

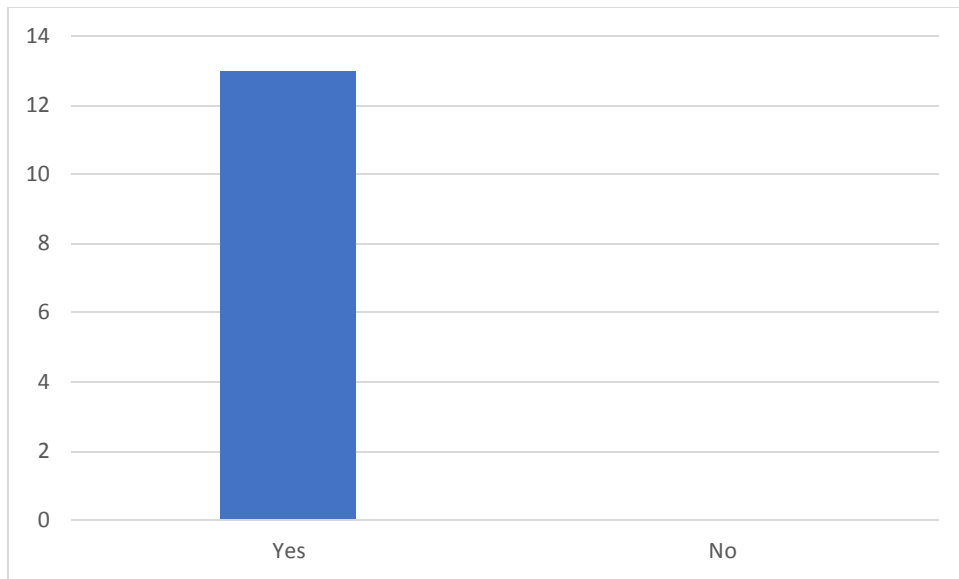
23. Do you think the size and layout of your home would allow you to stay if your needs change in the future?

5 – yes, 1 – depends, 2 – no, 1 – need two bedrooms, 1 – no too small

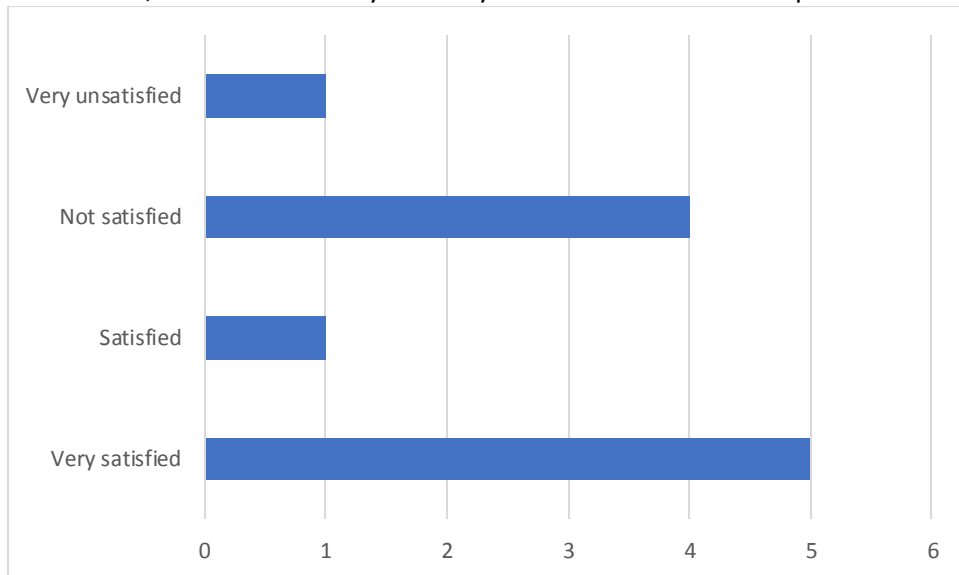
24. Are you planning to move in the next:



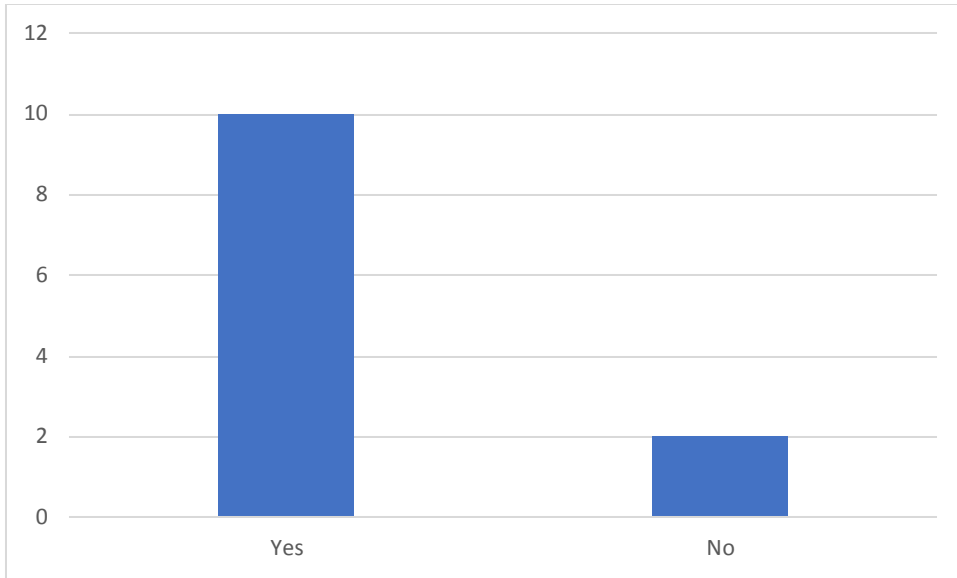
25. Do you think the development fits in well with the surrounding buildings and space?



26. Overall, how satisfied are you with your home and the development as a whole?

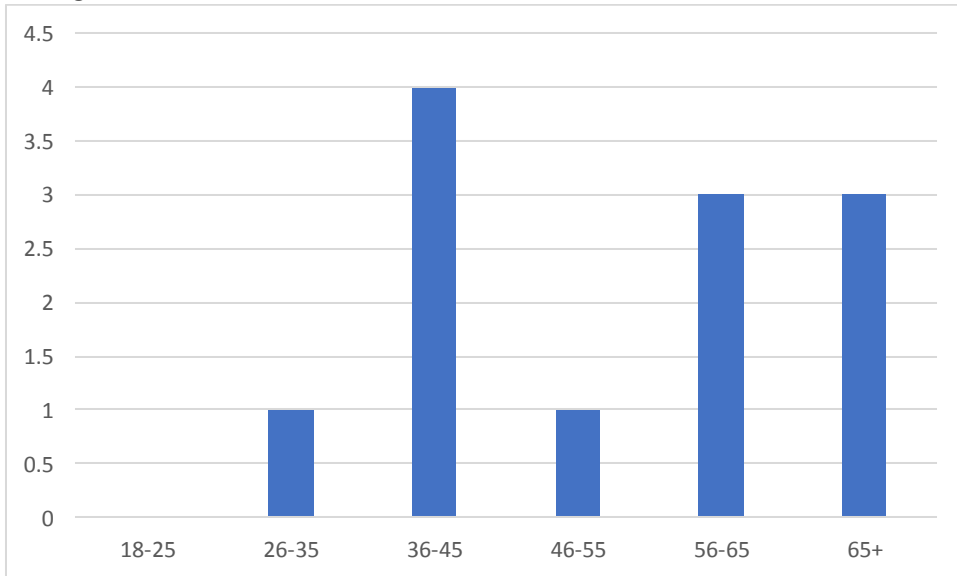


27. Would you recommend a new home developed by the Council to family and friends?

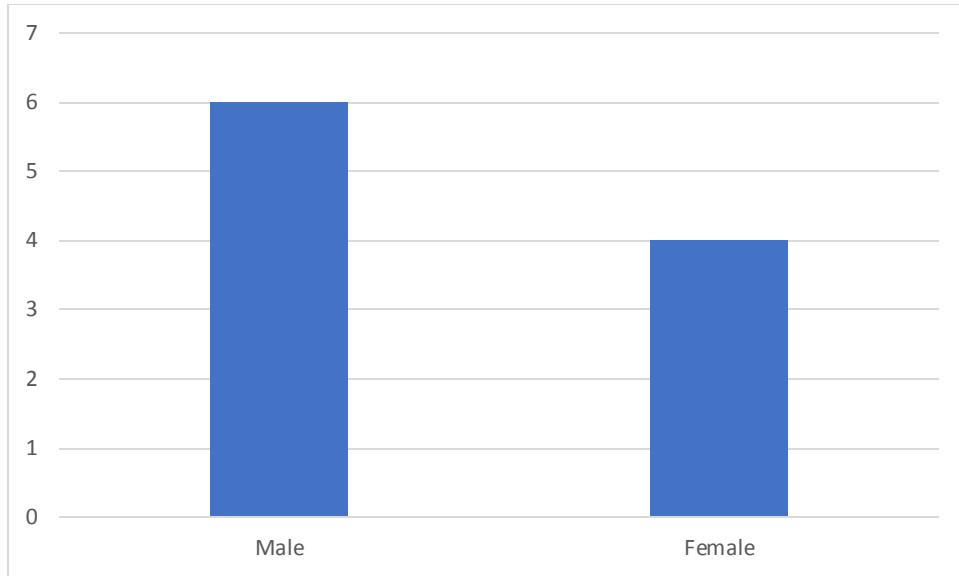


About you

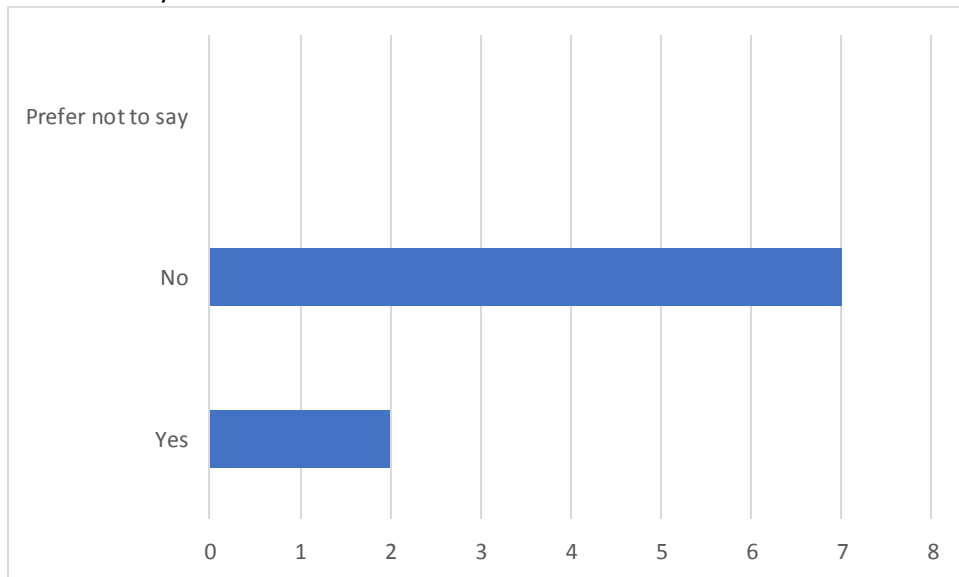
28. Age



29. Gender



30. Disability



31 – 33. Ethnicity, religion and sexual orientation

Freeform answers were received which were not necessarily comparable or easily summarisable. If this exercise is repeated, it would be preferable to provide answers for respondents to choose from.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE –

7 SEPTEMBER 2021

Title:

Request for supplementary estimate to produce a Climate Change and Sustainability Supplementary Planning Document (SPD)

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

Head of Service: Zac Ellwood, Head of Planning and Economic Development

Key decision: Yes – significant in terms of its effect on two or more Wards

Access: Public

1. Purpose and summary

- 1.1 The purpose of this report is to seek approval for a supplementary estimate to cover the fees of an external consultant to prepare a Climate Change Supplementary Planning Document (SPD). This report sets out that the Planning Service does not have sufficient identified budget to meet these fees.

2. Recommendation

- 2.1 It is recommended that the Executive approve the supplementary estimate attached as Annexe 1 to this report for up to an additional £30,000 to go towards meeting the fees of procuring external consultants to prepare the Climate Change SPD, to be met from the General Fund Working Balance.

3. Reason for the recommendation

- 3.1 £10,000 has already been agreed in principle from the climate change fund to prepare the Climate Change SPD, however the anticipated cost of producing the SPD is estimated to be between £30,000 and £40,000 which means there is a funding gap believed to be of up to £30,000 (albeit the full cost will only be known once an external procurement exercise has been undertaken. These additional funds cannot be met from within the current Local Plan budget as this is needed to fund the remaining stages of Local Plan Part 2, including a further round of public consultation and the Examination in Public. Furthermore, addressing the climate change emergency is a corporate priority that is an issue that goes across a few Council services.

4. Relationship to the Corporate Strategy and Service Plan

- 4.1 The Corporate Strategy sets out the Council's strategic priorities. These priorities include acting on the climate emergency. There is a target in the Carbon Neutrality

Action Plan and the Planning & Economic Development Service Plan to produce an SPD focussing on climate change and sustainability by the end of 2021/22.

5. Implications of decision

5.1 Resource (Finance, procurement, staffing, IT)

The financial implications are set out above in this report.

The costs of the SPD is estimated at £30-40k. £10k has been identified from the climate change reserve (position detailed below) however the remaining £20-30k is requested to be funded from the General Fund working balances which has sufficient funds over the required £3.2m.

Climate Change Reserve Position

		£'000
Total Reserve		200
Amount Spent	Woolmer Hill Pavilion Energy Efficiency	6
	Memorial Hall feasibility	2
Amount Committed	Community Schemes	
	- Transport	50
	- Community Energy	40
	Feasibility & Project exploration	48
	Invest to Save Projects	
• Memorial Hall decarbonisation additional cost	30	
• Woolmer Hill Pavilion Energy Efficiency	14	
	Climate change SPD contribution	10
Balance Available		0

5.2 Risk management

No issues identified.

5.3 Legal

No legal implications identified.

5.4 Equality, diversity and inclusion

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

5.5 Climate emergency declaration

As set out above, there is a target in the Carbon Neutrality Action Plan to produce an SPD focussing on climate change and sustainability by the end of 2021/22. The

SPD, once adopted, will be a material consideration in determining planning applications of all types and scales and will enable the Council to influence new development across the Borough so that it is sustainable and responds to the challenges of, and mitigates against, climate change. There are currently a number of planning policies contained within Local Plan Part 1 which focus on climate change and sustainability and the SPD will set out how the Council expects these policy requirements to be met, and will therefore support applicants, officers and Councillors to ensure that these policies are used to their maximum potential.

6. Consultation and engagement

6.1 There are no comments from committees or other consultees.

7. Other options considered

7.1 Due to other workstreams that are focussed on delivering Local Plan Part 2, assisting communities in progressing their neighbourhood plans, updating five-year housing land supply and implementing CIL, there is currently no capacity within the Planning Policy team for officers to progress with the SPD in a timely manner. A number of other options for producing the SPD, including a 'do nothing' option, have been considered and are set out in Annexe 1. It would be possible to delay preparation of the SPD for approximately 9-12 months, until after LPP2 has been delivered, but this would have a detrimental impact on our ability to positively influence improved sustainability credentials in new developments during that time. The Council is also statutorily required to consider whether a review of LPP1 is necessary within 5 years of its adoption (i.e. by February 2023) and it is considered likely that a review will be necessary which will, in itself, be very resource hungry in terms of officer time.

The 'do nothing' option would mean that the SPD will not be delivered during 2021/22. Based on the challenges presented by the other two options which have been considered, officers believe the best approach to move the project forward in a timely manner is to pay for consultants to produce the SPD. As is set out above, the cost of this cannot be met within the local plan budget which leaves a funding gap. Therefore, a supplementary estimate is requested to meet this funding gap.

8. Governance journey

8.1 This decision will be made by the Executive.

Annexes:

Annexe 1 – Supplementary Estimate Request Form

Background Papers

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

CONTACT OFFICER:

Name: Alice Knowles

Position: Senior Planning Policy Officer
Telephone: 01483 523527
Email: alice.knowles@waverley.gov.uk

Agreed and signed off by:
Legal Services: 12 August 2021
Head of Finance: 25 August 2021
Strategic Director: 25 August 2021
Portfolio Holder: 24 August 2021

Supplementary Estimate Request Form

Annexe 1

Your name / team Alice Knowles Planning Policy	Date of request 7 September 2021
<p><u>Why</u> has the need for additional funds which cannot be met from existing budgets arisen?</p> <p>There is a target in the Carbon Neutrality Action Plan and the Planning & Economic Development Service Plan to produce an SPD focussing on climate change and sustainability by the end of 2021/22. £10,000 has been agreed in principle from the climate change fund, however the anticipated cost of producing the SPD is estimated to be £30-40,000 which means there is a funding gap of up to £30,000. These additional funds cannot be met within the local plan budget as this is needed to fund the remaining stages of Local Plan Part 2, including the examination in public.</p>	
<p><u>How much</u> money is being requested and <u>what</u> will it be spent on?</p> <p>Up to £30,000 is being requested. This will be used to secure consultants to produce a Climate Change and Sustainability SPD.</p>	
<p><u>When</u> will the money be spent by?</p> <p>End of financial year (April 2022).</p>	
Value for Money Assessment	
<p><u>What other options</u> have been considered (including doing nothing)?</p> <p>Due to other workstreams that are focussed on delivering Local Plan Part 2, assisting communities in progressing their neighbourhood plans, updating five year housing land supply and implementing CIL, there is currently no capacity within the Planning Policy team for officers to progress with the SPD in a timely manner. The 'do nothing' option would therefore mean that the SPD will not be delivered during 2021/22. The team has considered a number of options for delivering the SPD, which include:</p> <ul style="list-style-type: none"> • paying for consultants to do the bulk of the work, • recruiting in-house expertise so that there is an ongoing climate change capability within the Planning Team, and • working with LPA partners. <p><u>Working with LPA partners</u></p> <p>To further explore the opportunities for working with Guildford or other local authority partners, an email was sent to planning policy teams at all other Surrey authorities via the Planning Working Group and also to Rushmoor, South Downs National Park, Horsham and Chichester as neighbouring authorities to Waverley. The email asked whether they had any resources within their team with climate change specialisms which they would be willing to second to Waverley for the project. An email response was received from Horsham and a telephone response from Reigate and Banstead, both confirming that they did not have any resources to second. No response was</p>	

received from the other authorities we contacted.

Recruiting in-house expertise

Based on officer experience in recruiting planning officers with a particular specialism, officers consider that the option of recruiting in-house expertise on a temporary basis is likely to be very challenging and cause a delay to producing the SPD, due to there being a very small recruitment pool. However, recruitment agencies have not been approached and therefore this is anecdotal.

Based on the challenges presented by the above two options, officers believe the best approach to move the project forward is to pay for consultants to produce the SPD.

What are the expected benefits will the planned expenditure bring?

The SPD will be a way that the Council can influence new development across the Borough so that it is sustainable and responds to the challenges of, and mitigates against, climate change. There are currently a number of planning policies contained within Local Plan Part 1 which focus on climate change and sustainability. The SPD will support applicants, officers and Councillors to ensure that these policies are used to their maximum potential.

What are the risks, if any, of agreeing or refusing the supplementary estimate?

The risk of refusing the supplementary estimate is a delay to producing the SPD meaning that it is unlikely that the SPD will be delivered during 2021/22.

Please complete this form and send it to the Head of Finance & Property and s.151 Officer.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

7 SEPTEMBER 2021

Title:

Elstead Village Green, Elstead, Godalming, Surrey
Transfer Freehold of Village Green to Elstead Parish Council

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

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

Key decision: No

Access: Exempt / Part Exempt
Note pursuant to Section 100B(5) of the Local Government Act 1972

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

Paragraph 3

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

1. Purpose and summary

- 1.1 This report seeks approval for an asset transfer of the Freehold of Elstead Village Green from the Waverley Borough Council (Waverley) to Elstead Parish Council for a consideration of £1.
- 1.2 This will enable the Parish Council to have full control over the local village green and removes Waverley from the responsibility and cost for grounds maintenance of that key site.
- 1.3 The transfer of freehold, as opposed to the previously approved long lease of 125 years, will also remove any opportunity for Waverley to have any control over the future use or development of the Village Green in perpetuity. All responsibility for the future of the Village Green will be vested in the Parish Council.

2. Recommendation

- 2.1 The Freehold transfer to Elstead Parish Council of Elstead Village Green be approved;

Delegated authority is given to officers to finalise the heads of terms and complete the necessary legal document(s) with the Parish Council with detailed terms and conditions to be agreed by the Strategic Director, in consultation with

the relevant Portfolio Holder(s).

3. Reason for the recommendation

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

4. Background

- 4.1** On 8 October 2019, the Executive gave approval to the leasehold transfer of assets to a number of Towns and Parish Councils of green spaces. That report also approved one freehold transfer. A further recommendation was added to give delegated authority to the Head of Finance, in consultation with the relevant Portfolio Holder(s), to agree and complete other transfers on a freehold basis.

The Executive on 8 September 2020 resolved that 'the leasehold transfer to Elstead Parish Council of Elstead Village Green is approved'. Further to this Elstead Parish Council has indicated that it would like to take ownership of the Village Green through Freehold transfer on terms based on those agreed with other Parish Councils where Freehold transfers have taken place. Therefore approval is sought to grant Freehold ownership of the village green to Elstead Parish Council.

- 4.2** Whilst all the formal approvals are yet to be provided, general agreements in principle have been given by the Clerks, to enable the sharing of draft transfer documents. Elstead Parish Council have been involved in this process and are awaiting a draft transfer document.

5. Relationship to the Corporate Strategy and Service Plan

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

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

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

Elstead Parish Council have been maintaining the sites for many years under their own Council Tax precept. This arrangement will become formalised under the terms of the proposed lease.

6.2 Risk management

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

will revert back to Waverley as Freeholder.

The transfer of Freehold does also mean that Waverley will no longer own the land and will have no future option to re-possess the land as would have been the case with the long leasehold transfer approved by the Executive on 8th September 2020.

6.3 Legal

The Council has power under the Local Government Act 1972 (section 123) to dispose of land in any manner they wish, including sale of their freehold interest or granting a long lease. The only constraint is that a disposal must be for the best consideration reasonably obtainable, unless the Secretary of State consents to the disposal. Under Circular 06/03: Local Government Act 1972 general disposal consent (England) 2003), the Council may dispose of land for less than the best consideration in which the authority considers will help it “to secure the promotion or improvement of the economic, social or environmental well being of its area.” This applies in the case of the freehold and leasehold transfers of land to the Parish and Town Councils.

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

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

6.4 Equality, diversity and inclusion

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

6.5 Climate emergency declaration

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

7. Consultation and engagement

- 7.1 This request for a freehold transfer supports previous approvals at Executive with regard to asset transfers to towns and parishes.

Officers in the Estates and Valuation Team have been in consultation with the Greenspaces Manager who confirms that a freehold transfer is appropriate for the grounds maintenance obligations of the village green.

8. Other options considered

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

9. Governance journey

9.1 The freehold transfer follows the leasehold transfer agreed at Executive in September 2020.

Annexes:

Annexe 1 – plan of Village Green

Annexe 2 – Heads of Terms (exempt)

Background Papers

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

CONTACT OFFICER:

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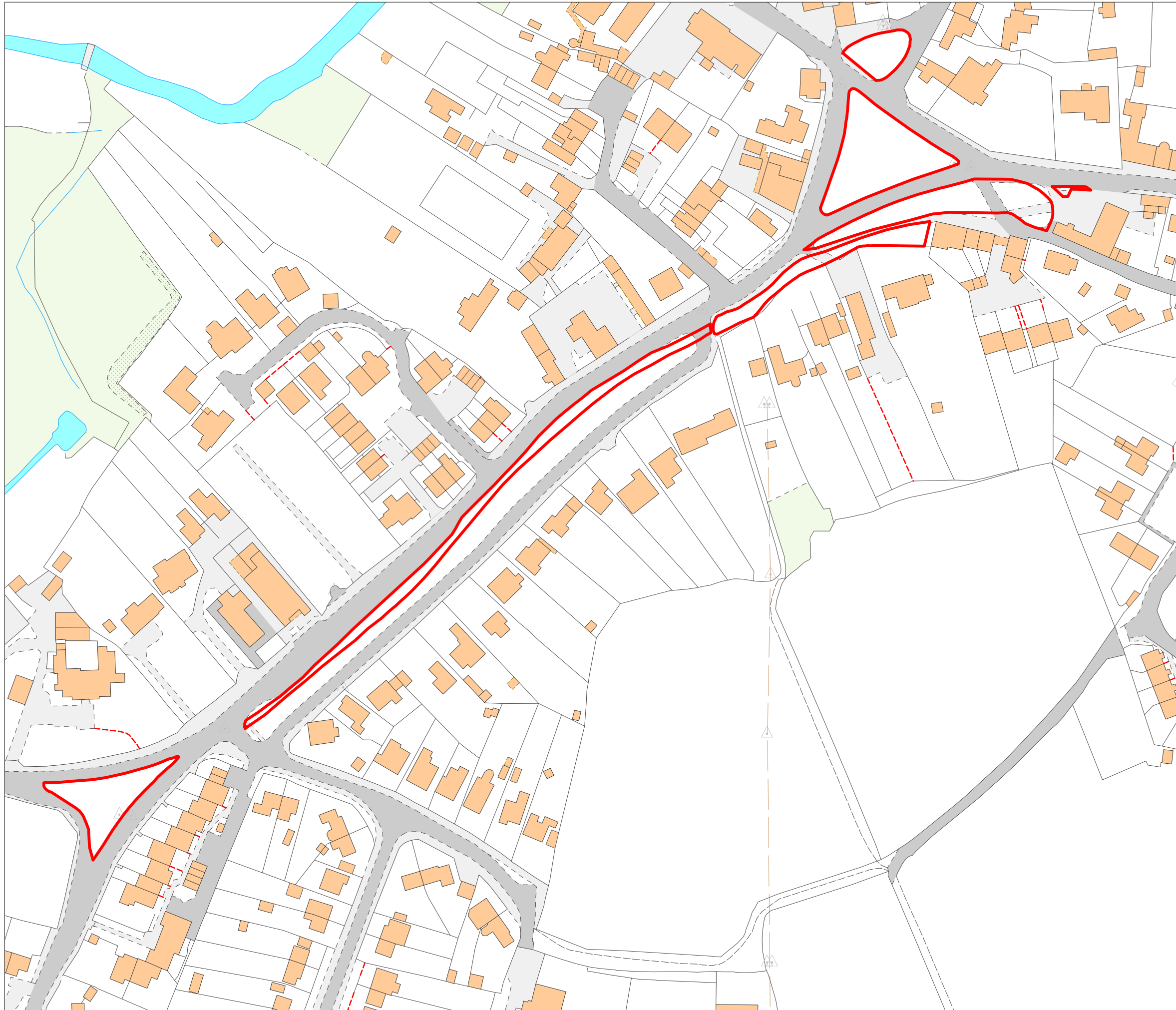
Agreed and signed off by:

Legal Services: 10.08.21

Head of Finance: 09.08.21

Strategic Director: 13.08.21

Portfolio Holder: 12.08.21



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Elstead Village Green

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

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