

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 28 January 2022

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 Paul Rivers
Cllr Liz Townsend
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 8 FEBRUARY 2022

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. **MINUTES**

To confirm the Minutes of the Meeting held on 18 January 2022.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

3. **DECLARATIONS OF INTERESTS**

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

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

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

The deadline for receipt of questions is 5pm on Tuesday 1 February 2022.

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

The Chairman to respond to any questions received from Members in

accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 1 February 2022.

The following question had been received prior to publication from Councillor David Beaman:

- “The Boundary Commission for England is currently undertaking a review of Parliamentary Constituencies that is due to report by July 2023. A first round of consultation was launched in June 2021 and lasted 8 weeks ending in August 2021 during which over 33,000 responses were received. Did WBC submit any submission during this first period of consultation?”
- Following this first round of consultation the Boundary Commission's initial proposals are to replace the current South West Surrey constituency being split with Farnham, Haslemere and Hindhead forming part of a new Farnham and Bordon constituency whilst Cranleigh and Godalming will form part of a new Godalming and Ash constituency. If these initial proposals are implemented unchanged is any work being undertaken to assess the possible consequences and implications for Waverley?”
- A secondary period of consultation commences on 22nd February lasting 6 weeks and will close on 4th April. This second round of consultation includes 32 public hearings at which evidence can be presented with the nearest hearing to Waverley being held in Reading on Monday 21st and Tuesday 22nd March. Bookings for 10 minute speaking slots are already open (I have already booked my own personal speaking slot for Monday 21st March between 1400 and 1410 hours). Given that the initial proposals are now known does WBC now intend to submit any written evidence and / or appear at the public hearing?”

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. RECOMMENDATIONS OF THE OVERVIEW AND SCRUTINY COMMITTEES (PAGES 11 - 16)

8. GENERAL FUND BUDGET 2022/23 AND MTFP 2022/23 - 24/25 (Pages 17 - 88)

[Portfolio Holder: Councillor Mark Merryweather]

This report sets out the draft General Fund Budget for 2022/23 and Medium-Term Financial Plan (MTFP) ending 2025/26. The MTFP sets out the key work streams for the Council to focus on over this period which, collectively, aim to address the significant shortfall in annual budget projected.

Recommendation

It is recommended that the Executive, after considering comments from the Policy Overview & Scrutiny Committee, makes the following recommendations to Council, to:

1. agree a £5 increase in Waverley's Band D Council Tax Charge for 2022/23 with resultant increases to the other council tax bands;
2. agree to continue the Council's existing Council Tax Support Scheme at the current levels;
3. agree to extend Waverley's council tax hardship fund to help those council taxpayers most financially affected by the pandemic, as set out in this report, with the final scheme details and criteria delegated to the S151 Officer in consultation with the Finance Portfolio Holder;
4. agree to make no change to Fees and Charges for 2022/23 except for those proposed in Annexe 4, including the new approach for planning pre-application fees;
5. approve the General Fund Budget for 2022/23 as summarised in Annexe 2, incorporating the baseline net service cost variations included at Annexe 1 and Annexe 3;
6. approve the General Fund Capital Programme as detailed in Annexe 5; and
7. approve the specific use of reserves to mitigate the Covid-19 uncertainty and other emerging economic risks including inflation; the estimated expected reduction in Retained Business Rates and New Homes Bonus funding over the Medium-Term Finance Plan period, and the other reserve movements as set out in Annexe 6.

9. HOUSING REVENUE ACCOUNT BUSINESS PLAN - REVENUE BUDGET AND CAPITAL PROGRAMME 2022/23 (Pages 89 - 114)

[Portfolio Holder: Councillor Mark Merryweather, Councillor Nick Palmer, Councillor Paul Rivers]

This report sets out the draft Housing Revenue Account Budget for 2022/23.

Recommendation

It is recommended that the Executive, after considering the comments from the Landlord Services Advisory Board and Policy Overview and Scrutiny Committee, make the following recommendations to Council, that:

- 1.the rent level for Council dwellings be increased by a maximum of 4.10% from the 2021/22 level with effect from 1 April 2022 within the permitted guidelines contained within the Government's rent setting policy;
- 2.the average weekly charge for garages rented by both Council and non-Council tenants be increased by 50 pence per week excluding VAT from 1 April 2022;
- 3.the service charges in senior living accommodation be increased by 30 pence per week from 1 April 2022 to £20.10;

- 4.the recharge for energy costs in senior living accommodation be increased by 50 pence per week from 1 April 2022;
- 5.the revised HRA Business Plan for 2022/23 to 2025/26 as set out in Annexe 1 be approved;
- 6.the fees and charges as set out in Annexe 2 be approved;
- 7.the Housing Revenue Account Capital Programmes as shown in Annexe 3 and 4 be approved;
- 8.the financing of the capital programmes be approved in line with the resources shown in Annexe 5: and
- 9.a strategic review will be undertaken on the 30-year HRA Business Plan in line with the content of this report during 2022/23.

10. CAPITAL STRATEGY 2022/2023 - INCORPORATING TREASURY MANAGEMENT STRATEGY AND ASSET INVESTMENT STRATEGY (Pages 115 - 174)

[Portfolio Holder: Councillor Mark Merryweather]

Whilst it is a statutory requirement for local authorities to produce an annual Capital Strategy it is also a best practice approach to longer-term strategic planning and investment to ensure the Council's long-term priorities can be delivered as well as the day-to-day provision of services.

The Capital Strategy (Item 1) brings together the Council's detailed policies, procedures and plans relating to capital expenditure, capital financing and treasury management activity. It incorporates the Treasury Management Framework, Prudential Indicators and Asset Investment Strategy.

It also gives an overview of how associated risk is managed and the implications for future financial sustainability.

Recommendation

It is recommended that the Executive, after considering comments from the Policy Overview & Scrutiny Committee, makes the following recommendations to Council:

1. The 5-year Capital Strategy for 2022/2027, incorporating the Treasury Management Strategy, Prudential Indicators and Asset Investment Strategy, for approval.
2. That Full Council delegate authority to the Executive for the financial year 2022/23, subject to a positive recommendation from the Asset Investment Advisory Board and agreement from the Chief Executive and Strategic Director:
 - a. to bid, negotiate and complete on property acquisitions and investments in land and buildings with a total individual cost of up to £10m, subject to the decision fully satisfying all criteria and process requirements set out in this Strategy; and
 - b. to determine a funding strategy for the acquisition or investment in line with the Treasury Management

- Strategy; and
- c. to appoint advisors and undertake appropriate due diligence for each property acquisition and investment proposal as necessary; and
- d. to complete the legal matters and signing of contracts to execute the transactions referred to above.

11. DUNSFOLD PARK GARDEN VILLAGE - SUPPLEMENTARY PLANNING DOCUMENT - ADOPTION (Pages 175 - 424)

[Portfolio Holder: Councillor Liz Townsend]

The purpose of this report is to seek the Executive's approval of the Dunsfold Park Garden Village Supplementary Planning Document (SPD) (included in Annexe 1), and that it is recommended to Full Council for formal adoption as a material planning consideration.

Recommendation

The Executive recommends to the Council that the Dunsfold Park Garden Village Supplementary Planning Document (SPD) be adopted.

12. CARBON NEUTRALITY ACTION PLAN ANNUAL UPDATE (Pages 425 - 474)

[Portfolio Holder: Councillor Steve Williams]

In December 2020 the Council adopted the Carbon Neutrality Action Plan (CNAP) 2020-2030 that contained a collection of actions that sets us on the path to deliver Waverley's net zero carbon by 2030 target. This report provides the first annual progress update against the priority areas within the plan.

Recommendation

It is recommended that the Executive:

- a. Notes the progress made on the CNAP during 2021 attached in Annexe 1
- b. Endorses the content of the version 2022 of the CNAP as presented in Annexe 2

13. WAVERLEY BOROUGH COUNCIL EMERGENCY PLAN (Pages 475 - 520)

[Portfolio Holder: Councillor Paul Follows]

The Civil Contingencies Act 2004 established a new legislative framework for civil protection in the United Kingdom. It imposed a clear set of roles and responsibilities on those organisations with a role to play in preparing for and responding to emergencies. Local authorities are a Category 1 responder under the Act and have a key role to play in respect in discharging their duties in the legislation.

One of those duties under the Act is to put in place emergency plans. In 2011 the Cabinet Office stated:

For an emergency plan to be valid, it must be accepted as the stated policy of the organisation or Category 1 responders on whose behalf it has been produced. For this to happen, the key decision makers in an organisation must have an awareness of the plan and, through sign-off and other initiatives, have accepted part ownership of it.

Recommendation

- 1.1 That the Executive recommend approval and adoption of the attached Emergency Plan.
- 1.2 That authority to make minor consequential grammatical and technical changes to the text, contact details etc. be delegated to the Head of Service in consultation with the Portfolio Holder.

14. **SERVICE PLAN 2022-25 (3 YEAR ROLLING PLANS)** (Pages 521 - 602)
[Portfolio Holder: Councillor Paul Follows]

The Service Plans have been prepared by Heads of Service in collaboration with their teams and Portfolio Holders to set out the service objectives for the coming three years in line with the Corporate Strategy 2020-2025 and the Medium Term Financial Plan.

Recommendation

It is recommended that the Executive:

- a) consider the comments and recommendations received from the Overview & Scrutiny Committees and,
- b) approves the Service Plans 2022-25 proposals, as set out at Annexe 1, for implementation from 1 April 2022.

15. **ANNUAL PAY POLICY STATEMENT 2022/23** (Pages 603 - 610)
[Portfolio Holder: Councillor Paul Follows]

The Localism Act 2011 (Section 39) requires all public authorities to publish an Annual Pay Policy Statement. The Council is required to adopt the Annual Pay Policy Statement each year and the Council is not legally permitted to depart from the policies set out in that statement when it considers actual decisions in relation to individuals' remuneration, including redundancy and/or severance.

The Annual Pay Policy Statement for the 2022/23 financial year is attached at Annexe 1. It has been updated in line with the requirements of the Localism Act 2011, resulting in minimal adjustments from last year which are shown as tracked changes.

Recommendation

That the Executive recommend to Council that the Pay Policy Statement for the

2022/23 financial year, attached at Annexe 1, be approved.

16. 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.

17. PROPERTY MATTERS - PROPERTY ACQUISITION (Pages 611 - 630)

[Portfolio Holder: Councillor Mark Merryweather]

Recommendation

That the Executive agree the recommendations set out in the Exempt report.

18. 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
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Manager, on 01483 523517 or by email at
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