

To: All Members of the Council

Louise Fleming, Democratic Services &  
Business Support Team Manager

**Legal & Democratic Services**

E-mail: [louise.fleming@waverley.gov.uk](mailto:louise.fleming@waverley.gov.uk)

Direct line: 01483 523517

Calls may be recorded for training or monitoring

Date: 2 December 2022

Dear Councillor

**COUNCIL MEETING - TUESDAY, 13 DECEMBER 2022**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 13 DECEMBER 2022** at **6.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

**Stephen Rix,**  
**Executive Head of Legal & Democratic Services (Interim) & Monitoring Officer**

Agendas are available to download from Waverley's website ([www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

Alternatively, agendas may be downloaded to a mobile device via the free Modern.Gov app, available for iPad, Android, Windows and Kindle Fire.

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk) or call 01483 523351.

**The meeting will be webcast and can be viewed by visiting**  
**[www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

---

## **AGENDA**

1. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

2. MINUTES (Pages 9 - 18)

To confirm the Minutes of the Council meeting held on 18 October 2022 (herewith).

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

5. LEADER'S ANNOUNCEMENTS

6. QUESTIONS FROM MEMBERS OF THE PUBLIC (Pages 19 - 20)

To respond to questions from members of the public, received in accordance with Part 4.9 (Public Speaking Procedure Rules).

The deadline for receipt of questions is 5pm on Tuesday 6 December 2022.

(i) Question received from Mrs Anne Gray:

“Would the Mayor please accept the Petition signed by some 4,000 users of Crown Court car park, organised by the Save Crown Court Action Group” (see file attached)

The Save Crown Court Action Group Co-ordinators are:

Mrs Anne Gray,  
3, Netherwood Court  
Filmer Grove  
Godalming. GU7 3AF.

Mr Daniel Hussein,  
40, Elizabeth Court,  
Elizabeth Road,  
Godalming, GU7

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

To respond to any questions received from Members of the Council in accordance with Procedure Rule 11.1.

The deadline for receipt of questions is 5pm on Tuesday 6 December 2022.

(i) Question from Councillor George Hesse:

“Many local authorities have designated Conservation Areas which are

protected from inappropriate development by use of Article 4 directives that remove permitted development rights, thus requiring planning applications to be submitted. This ensures that choice of suitable materials, size, bulk, mass, design, overlooking issues etc. are carefully scrutinised, and neighbours have the opportunity to object - currently denied under permitted development.

This does not currently apply in the Borough of Waverley and therefore our Conservation Areas are very vulnerable to unsuitable development.

Would Waverley Borough Council consider applying for Article 4 provisions to apply in all its designated Conservation Areas to provide this additional protection that these areas require?"

(ii) Question from Councillor Robert Knowles:

"Was this Council consulted or informed of the decision by Surrey Heartlands with the support of RSCH to create an elective surgery hub for all Surrey at Ashford Middlesex, a location just outside the London Borough of Hounslow and no transport connections to most of Surrey and if not does the Executive have any confidence in Surrey Heartlands as this shows again a lack of consideration for residents in the south of the County."

8. HOUSING REVENUE ACCOUNT BUSINESS PLAN - STRATEGIC REVIEW  
(Pages 21 - 36)

This report sets out the revised Housing Revenue Account Business Plan strategy following the completion of the strategic review commissioned in February 2022.

This report contains the following Annexes:

- Annexe 1 – HRA Business Plan 2022/23 to 2052/53
- Annexe 2 – Housing Reserves
- Annexe 3 – Housing New Build Summary

**Recommendation**

**It is recommended that the Council, after consideration of the recommendations of the Executive, and after considering the comments from the Landlord Services Advisory Board and Resources Overview and Scrutiny Committee, resolves:**

- 1. To approve the revised HRA business plan strategy set out in this report.**
- 2. To approve the proposed movements, restrictions and purposes of reserves as set out in annexe 2.**

9. HOUSING REVENUE ACCOUNT BUSINESS PLAN REVIEW - NEW BUILD HOUSING DELIVERY (Pages 37 - 264)

Purpose of this report:

- Is to provide members with an overview of the proposed new

build housing schemes which are in a position to deliver through entry into a build contract with a contractor.

- Seek member approval to the recommendations made for each project as set out in business cases within Annexe 1 using the financial strategy as set out in the Housing Revenue Account Business Plan Strategic Review Report and Annexes 1-3.
- Seek member approval of the revised budgets as set out in Annexe 2.

## **Recommendation**

**1. It is recommended that the Council, consider this report and information within the Annexes and approve recommendations as set out in business cases in Annexe 1 of this report and summarised Annexe 2.**

- **Annexe 1a - Site C Ockford Ridge, Godalming – members previously approved budgets for the scheme in annual Budget Council Meeting for the delivery of 30 new homes and retrospective approval is sought for transparency of the total scheme cost (full cost not previously reported) supported by the viability assessment and net revenue impact in the business case**
- **Annexe 1b - Aarons Hill, Godalming – members approve the delivery of 4 new homes and scheme costs**
- **Annexe 1c - Hartsgrove, Chiddingfold – members approve the delivery of 5 new homes and scheme costs**
- **Annexe 1d - Pathfield, Chiddingfold – members approve the delivery of 11 new homes and scheme costs**
- **Annexe 1e - Queens Mead, Chiddingfold – members approve the delivery of 8 new homes and scheme costs**
- **Annexe 1f -Turners Mead, Chiddingfold – members approve the delivery of 2 new homes and scheme costs**
- **Annexe 1g - Riverside Court, Farnham – members approve the delivery of 2 new homes and the scheme cost**
- **Annexe 1h – Woodside Park, Cattershall Lane – members approve the delivery of 12 new homes and scheme costs**

**2. It is recommended that Council approve the budgets for each scheme totalling £21,252,208m as set out in Annexe 2.**

## **10. POLLING DISTRICT AND POLLING PLACE REVIEW 2022 (Pages 265 - 296)**

As a consequence of the recent boundary review of the wards of Waverley Borough Council and the Community Governance Review of the Towns and Parishes within the Borough, it is necessary for the Council to review the polling districts and location of polling places to make sure they are in the right areas for the new boundaries.

The purpose of this report is to agree the outcome of the Polling District and Polling Places Review. The new polling districts and polling places will be used

for elections from May 2023 onwards.

### **Recommendation**

**It is recommended that the Council considers the recommendations of the Standards and General Purposes Committee and approves the proposed polling district and polling places.**

11. CHANGES TO THE SCHEME OF DELEGATION - TREE PRESERVATION ORDERS (Pages 297 - 336)

Officers have proposed some revisions to the Scheme of Delegation, based on their experience of using the Scheme since it was last reviewed. The Standards and General Purposes Committee considered the proposed amendments at its meeting on 30 November 2022 and recommends that the Council approves of the revised Scheme of Delegation.

### **Recommendation**

**It is recommended that the Council:**

1. **Notes the changes made by the Monitoring Officer under his delegated authority as set out in the table at 4.2; and**
2. **Considers the recommendations of the Standards and General Purposes Committee in respect of the proposed revision to the Scheme of Delegation as set out in the table at 4.3 and approves Version 7.3 of the Scheme of Delegation, as set out in Annexe 1.**

12. APPOINTMENT OF A JOINT MONITORING OFFICER

To consider the recommendations of the Joint Appointments Committee taking place on 5 December 2022 (report to follow).

13. APPOINTMENT OF RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER (Pages 337 - 340)

Following the creation of a Joint Chief Executive and Joint Management Team with Guildford Borough Council it is proposed to confirm the Returning Officer and Electoral Registration Officer arrangements.

### **Recommendation:**

**It is recommended that Robin Taylor be appointed as the Returning Officer for local elections, the Electoral Registration Officer for Waverley Borough Council and the Acting Returning Officer for UK Parliamentary Elections.**

14. REVIEW OF PROPORTIONALITY OF THE COUNCIL, ALLOCATION OF COMMITTEE SEATS, AND APPOINTMENTS TO COMMITTEES FOR 2022/23 (Pages 341 - 346)

The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review annually the representation of the political groups on their principal committees to ensure that the seats are allocated in the same proportion as that in which the council as a whole is divided.

This report updates Council on the revised political proportionality following the recent Chiddingfold and Dunsfold by-election; the vacancy in the Farnham Bourne ward; and the resignation of Councillor Jan Floyd-Douglass from the Conservative Group; and allocates seats on principal committees to political groups represented on the Council.

### **Recommendation**

**It is recommended that Council:**

- i. **Note the political balance of the Council, as set out in paragraph 4.4; and**
- ii. **Approve the allocation of seats, the appointment of members to those seats in accordance with Group's nominations, as set out in Annexes 1 and 2.**

### 15. USE OF URGENCY PROCEDURE FOR A KEY DECISION (Pages 347 - 350)

This report provides an update to the Council on the use of the procedure for taking an urgent key decision, in accordance with the provisions of Part 4.5, Paragraph 11.4 of the Council's Constitution.

### **Recommendation**

**That the Council note the use of the urgency procedure for the taking of a key decision on 1, 29 and 30 November 2022.**

### 16. MOTIONS

To consider the following motions submitted in accordance with Procedure Rule 12.1:

- 16.1 Central Godalming Regeneration Project
- 16.2 Elections Act 2022 and Voter ID Proposals

The deadline for receipt of motions was 5pm on Thursday 1 December 2022.

- 16.1 MOTION - CENTRAL GODALMING REGENERATION PROJECT (Pages 351 - 352)
  - 16.2 MOTION - ELECTIONS ACT 2022 AND VOTER ID PROPOSALS (Pages 353 - 356)
- ### 17. MINUTES OF THE EXECUTIVE (Pages 357 - 364)

To receive and note the Minutes of the Executive meeting held on 1 November 2022.

There shall be no debate on any item contained in the minutes of the Executive or a Committee, but councillors may give notice in writing, e-mail or telephone message to the Executive Head of Legal and Democratic Services

- (i) by noon on the working day prior to the day of the meeting, of a question, and give details of any question, or
- (ii) (ii) by noon on the day of the meeting of a statement they wish to make.

(PR11.8(a))

18. EXCLUSION OF PRESS AND PUBLIC

If necessary, to consider the following motion, to be moved by the Mayor:

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