



**Waverley Borough Council**  
Council Offices, The Burys,  
Godalming, Surrey  
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[www.waverley.gov.uk](http://www.waverley.gov.uk)

To: All Members and Substitute Members of  
the Standards and General Purposes  
Committee  
(Other Members for Information)

When calling please ask for:  
Louise Fleming, Democratic Services and  
Business Support Team Manager

**Legal & Democratic Services**

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Direct line: 01483 523517

Date: 18 November 2022

**Membership of the Standards and General Purposes Committee**

Cllr John Robini (Chair)	Cllr Robert Knowles
Cllr Michael Goodridge (Vice Chair)	Cllr Peter Marriott
Cllr Christine Baker	Cllr Peter Nicholson
Cllr Steve Cosser	Cllr John Ward
Cllr Maxine Gale	

**Co-opted Members representing Parish Councils**

Cllr Thomas Hughes	Cllr Stefan Reynolds
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**Substitutes**

Cllr Peter Clark	Cllr Ruth Reed
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Dear Councillor

A meeting of the STANDARDS AND GENERAL PURPOSES COMMITTEE will be held  
as follows:

DATE: WEDNESDAY, 30 NOVEMBER 2022

TIME: 5.00 PM

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

The Agenda for the Meeting is set out below.

The meeting can be viewed remotely via [Waverley Borough Council's YouTube channel](#)  
or by visiting [www.waverley.gov.uk/webcast](http://www.waverley.gov.uk/webcast).

Yours sincerely

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



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

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## **NOTES FOR MEMBERS**

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2. **MINUTES**

To confirm the Minutes of the meeting which took place on 3 October 2022 (to be laid on the table 30 minutes before the meeting commences).

3. **DISCLOSURES OF INTERESTS**

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

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

The Chairman to respond to any written questions received from Members of the public in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Wednesday 23 November 2022.

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

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

The deadline for receipt of questions is 5pm on Wednesday 23 November 2022.

## **MONITORING OFFICER MATTERS**

### 6. **MONITORING OFFICER'S REPORT REGARDING MISCONDUCT ALLEGATIONS** (Pages 7 - 14)

This report is to inform the Committee about complaints received and action taken on allegations of misconduct against Waverley borough and parish councillors since July 2021.

#### **Recommendation**

It is recommended that the Committee notes the cases referred to in Annexe 1, and advises the Monitoring Officer of any areas of concern about which the Committee would like further information and/or further work carried out.

## **ELECTIONS MATTERS**

### 7. **POLLING DISTRICT AND POLLING PLACE REVIEW 2022** (Pages 15 - 40)

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 Standards and General Purposes Committee endorses the proposed polling district and polling places and recommends that they are approved by Council.

## **CONSTITUTIONAL MATTERS**

### 8. **CHANGES TO THE SCHEME OF DELEGATION - TREE PRESERVATION ORDERS** (Pages 41 - 80)

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 is asked to consider the proposed amendments and make recommendations to Council to approve the revised Scheme of Delegation.

#### **Recommendation**

It is recommended that the Standards and General Purposes Committee:

1. Notes the changes made by the Monitoring Officer under his delegated authority as set out in the table at 4.2, and that those changes will be reported to Council for information; and

2. endorses the proposed revision to the Scheme of Delegation as set out in the table at 4.3 and recommends that Version 7.3 of the Scheme of Delegation be approved by Council, as set out in Annexe 1

9. **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 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, 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.

**Officer contacts:**  
**Louise Fleming, Democratic Services and**  
**Business Support Team Manager**  
**Tel. 01483 523517 or email: [louise.fleming@waverley.gov.uk](mailto:louise.fleming@waverley.gov.uk)**

**WAVERLEY BOROUGH COUNCIL**

**STANDARDS & GENERAL PURPOSES COMMITTEE**

**30 NOVEMBER 2022**

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**Title:**

**Monitoring Officer's Report regarding Misconduct Allegations**

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

**Key decision:** No

**Access:** Public

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**1. Purpose and summary**

- 1.1 This report is to inform the Committee about complaints received and action taken on allegations of misconduct against Waverley borough and parish councillors since July 2021.

**2. Recommendation**

It is recommended that the Committee notes the cases referred to in Annexe 1, and advises the Monitoring Officer of any areas of concern about which the Committee would like further information and/or further work carried out.

**3. Reason for the recommendation**

To ensure the Committee is aware of the overall level and type of complaints submitted to the Monitoring Officer relating to allegations of councillor misconduct, and action taken; to consider learning points for the future; and, to seek to promote and maintain high standards of conduct amongst borough and parish councillors.

**4. Background**

**Summary of recent complaints against Waverley Borough and Parish councillors**

- 4.1 Complaints under the Member Code of Conduct are submitted to the Monitoring Officer (Executive Head of Legal & Democratic Services). Following consideration of the complaint the Monitoring Officer will decide the appropriate course of action in accordance with the Arrangements for dealing with Code of Conduct complaints. The Arrangements for dealing with Code of Conduct complaints were reviewed in 2021, with revised Arrangements agreed by Full Council on 22 February 2022.
- 4.2 Attached at Annexe 1 is a summary of the complaints against Waverley Borough and Town/Parish councillors considered by the Monitoring Officer between 1 July 2021 and 30 September 2022. The table also shows the outcome of the complaints that had not reached a resolution at the date of the previous report.

- 4.3 The identity of councillors the subject of a complaint has been anonymised, except where the complaint has resulted in an open hearing before a Hearings Sub-Committee.
- 4.4 Complaints largely focus on allegations that the subject member(s) failed to treat others with respect, either through comments made during meetings or by comments made in social media. There are also a number of complaints related to the conduct of councillors in relation to planning matters and the declaration of interests, and perceived conflicts of interests.
- 4.5 **Number of allegations.** There have been nine new complaints lodged during the reporting period, with some cases involving more than one complainant, and/or more than one subject member. Three complaints were regarding town/parish councillors, and six were regarding borough councillors.

**Outcomes.** Most cases have been concluded following an informal investigation by the Monitoring Officer. Where a mutually satisfactory informal resolution has been achieved it has relied upon the willingness of both parties to engage constructively with the process at the informal stage.

- Four cases were still in progress at the date of the last report to the Committee. Of these, two progressed to hearings before a Standards Panel which were held in July 2022. These were very complex cases that took a considerable time to investigate, and further complaints were lodged against the councillors during the investigation. The Hearings found there had been breaches of the Haslemere Town Council Code of Conduct by the two councillors concerned. The councillors appealed the decisions which were considered by a new Panel and dismissed. The decisions were referred to Haslemere Town Council for consideration of what action to be taken, if any.
- One case received within the current reporting period progressed to a Standards Panel Hearing following consultation with the Independent Person and an external investigation. The Hearing was held on 28 June 2022 and found that the councillor had breached his Code of Conduct. The councillor made a verbal apology during the hearing proceedings, and the Panel agreed that no further action should be taken.
- Two complaints, relating to councillor behaviour during a Planning Committee meeting resulted in a finding by the Monitoring Officer that the councillors had breached their Code of Conduct. Both councillors apologised during the course of the Monitoring Officer's informal investigation and no further action was taken.

- 4.6 Whilst in most cases there has been insufficient evidence to conclude objectively that there has been a breach of the code of conduct, this does not take away from the fact that a complainant may be very angry or upset because of the words or actions of a councillor. In most cases the Monitoring Officer will offer words of advice to the subject members to emphasise the need for them to think carefully about how their actions and words are received by others.

- 4.7 The statistics above do not include instances where individuals have contacted the Monitoring Officer with a general complaint but have not followed-up with a specific complaint against named councillors, as has happened on several occasions. They also do not include requests for advice from the Monitoring Officer which may come from Waverley councillors, members of staff, Town and Parish clerks and councillors, and members of the public, but where no formal complaint has been made.

### **Recent developments**

- 4.8 In February 2021, the Council adopted the new LGA Model Code of Conduct. The LGA has committed to keeping the model code of conduct under regular review.
- 4.8 Refresher training on the Code of Conduct was provided to Waverley councillors on 29 March 2022, and to Town and Parish Councillors who have adopted the LGA Model Code of Conduct on 10 May 2022, by Bethan Evans. Officers are currently drawing up the Induction Programme for new councillors elected in May 2023, and this will include mandatory training for all Waverley councillors on the Code of Conduct and Register of Interest. Equivalent training will be provided for town and parish councillors.
- 4.9 **Appointment of Independent Persons.** In 2019 Waverley appointed seven Independent Persons (IPs) as part of a joint recruitment in partnership with Guildford, Epsom & Ewell, Mole Valley, Reigate & Banstead, Spelthorne, and Surrey Heath. Three of the IPs have since resigned, and the term of the remaining IPs ends in May 2023. We have begun the process of recruiting IPs for a four-year term from May 2023 and will bring forward recommendations to the Committee in February 2023.

### **Next steps**

- 4.10 The Committee is asked to note the matters contained in this report and advise the Monitoring Officer of any areas of concern, or further information or action required.

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

- 5.1 This report supports the corporate priority of open, democratic and participative governance.

## **6. Implications of decision**

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

There are no direct resource implications arising from this report.

### **6.2 Risk management**

The arrangements for investigating complaints against councillors and co-opted members under the Council's code of conduct, is a key mechanism for mitigating against the risk of reputational damage, a lack of good governance and loss of public confidence.

### **6.3 Legal**

The Localism Act gives councils an explicit duty to promote and maintain high standards of Member conduct. It requires the Council to adopt a Code of Conduct setting out the standard of conduct that is expected of Members when acting in their official capacity. Each Town or Parish Council in the borough has its own code of conduct but these use the Waverley code as a template so are either identical or similar. The Monitoring Officer continues to discharge his statutory functions in relation to ethical standards by reference to the Code of Conduct and the legislative framework.

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

There is a general obligation in the Code of Conduct in which Members undertake to “not do anything which may cause the Council to breach any of the equality enactments (as defined in Section 33 of the Equality Act 2010”.

#### **6.5 Climate emergency declaration**

Most of the correspondence related to standards matters is sent, received and stored digitally so, aside from occasional face to face visits requiring local travel, there are limited climate implications.

### **7. Consultation and engagement**

7.1 N/A

### **8. Other options considered**

8.1 N/A

### **9. Governance journey**

9.1 This report is for the Standards & General Purposes Committee to note.

### **Annexes:**

Annexe 1 – Code of Conduct Complaints received 1 July 2021 – 30 September 2022

### **Background Papers**

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

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### **CONTACT OFFICER:**

Name: Stephen Rix  
Position: Executive Head of Legal & Democratic Services (Interim) and Monitoring Officer  
Telephone: 01483  
Email: Stephen.rix@waverley.gov.uk



**Annexe 1** - Code of Conduct Complaints received 1 July 2021 – 30 September 2022

Case	Date complaint received	Complainant(s)	Subject Member(s)	Relevant parts of the Code of Conduct	Comments	Decision	Date of decision/outcome
<b>The following cases were ongoing at the date of the last report to the committee and have now been concluded:</b>							
3.	4/03/20, 2/03/20, 24/03/20, 06/04/20, 18/12/20	Members of the public  (Nb. During the course of the investigation of these complaints, further complaints were received regarding the same issues and these were rolled into the ongoing investigation)	1. Cllr Nikki Barton  2. Cllr Kirsten Ellis	Non-declaration of interests impacting on objectivity of decision-making.	Informal investigation by MO followed by referral to IP (12/08/20). Referred to external investigator for formal investigation (17/12/20). Final report received from external investigator 3/12/21.	Standards Hearings on 21/07/22 (Cllr Barton) and 22/07/22 (Cllr Ellis). Findings that councillors had breached the Haslemere Town Council Code of Conduct appealed. Appeals considered 5/09/22 (Cllr Barton) and 6/09/22 (Cllr Ellis). Both appeals were dismissed. Decisions referred to Haslemere Town Council for action.	05/09/2022 06/09/2022
10.	12/10/20, 19/10/20	Members of the public	Town	Non-declaration of interests.	Informal investigation by MO. MO has written to the Councillor regarding his Register of Interests.	Councillor has updated his Register of Interest	19/11/2021

Case	Date complaint received	Complainant(s)	Subject Member(s)	Relevant parts of the Code of Conduct	Comments	Decision	Date of decision/ outcome
12.	15/03/21	Member of the public	Borough	Lack of integrity regarding comments made on social media.	Informal investigation by MO.	No breach of Code of Conduct identified	12/10/2021
<b>New complaints received 1 July 2021 – 30 September 2022</b>							
1.	27/08/21	WBC Councillor	Cllr J Hyman	Lack of respect shown to officers and councillor colleagues during a councillor briefing.	Following consultation with the IP (3/12/21), referred to external investigator. External investigator's report received 8/4/22.	Standards Panel Hearing held 28/06/22. Hearing concluded Cllr Hyman had breached the Waverley CoC. Cllr Hyman made a verbal apology during the hearing – no further action recommended.	28/06/22
2.	18/10/21	Member of the public	Parish	Failure of accountability, leadership, general obligation to treat others with respect, bullying behaviour.	Informal investigation by MO.	No breach of Code of Conduct identified. Words of advice given by MO to the subject members.	8/04/22
3.	18/10/21	Member of the public	Borough	Failure to show respect to resident in interaction.	Informal investigation by MO.	No breach of Code of Conduct identified. Words of advice given by MO to the subject members.	16/03/22

Case	Date complaint received	Complainant(s)	Subject Member(s)	Relevant parts of the Code of Conduct	Comments	Decision	Date of decision/outcome
4.	17/11/21	Member of the public	Borough	Lack of objectivity and truthfulness in planning committee proceedings	Informal investigation by MO.	No breach of Code of Conduct identified.	31/03/22
5.	10/12/21	Member of the public	Town	Lack of honesty, making misleading statements in a meeting.	MO preliminary enquiries indicated no evidence from the minutes of the meeting to take further action.		10/06/22
6.	29/01/22	Member of the public	Parish	Failure to disclose interest in relation to a planning matter	Informal investigation by MO.	No breach of the parish code of conduct identified.	28/04/22
7.	14/06/22	Member of staff	Borough	Breach of Officer/Member protocol	Pathway to informal resolution identified.		Ongoing
8.	23/06/22	Member of staff	Borough	Breach of Officer/Member protocol	Informal investigation by MO	Breach of code of conduct by two councillors; no breach of the code by a third councillor. All have apologised and acknowledged the distress they that was caused to the officer.	01/08/22
9.	02/08/22	Member of the public	Borough	Failure to disclose interest in relation to a planning matter	Awaiting further information from the complainant		Ongoing



**WAVERLEY BOROUGH COUNCIL**

**STANDARDS & GENERAL PURPOSES COMMITTEE**

**30 NOVEMBER 2022**

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**Title:**

**Polling District and Polling Place Review 2022**

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**Head of Service:** **Stephen Rix, Interim Executive Head of Legal and Democratic Services**

**Key decision:** **No**

**Access:** **Public**

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**1. Purpose and summary**

- 1.1 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.
- 1.2 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.

**2. Recommendation**

It is recommended that the Standards and General Purposes Committee endorses the proposed polling district and polling places and recommends that they are approved by Council.

**3. Reason for the recommendation**

To ensure the proposed polling districts and polling places (annexe 2), which have been developed from the responses received during the consultation (annexe 1), are adopted and will be used in elections from May 2023.

**4. Background**

- 4.1 The Local Government Boundary Commission for England (LGBCE) has undertaken a review of the Council's electoral arrangements and made recommendations for new warding patterns to be used for elections from May 2023 onwards. The Council has also undertaken a Community Governance Review (CGR) of the electoral arrangements for all towns and parishes within the Borough.

4.2 The LGBCE published its final recommendations in March 2022 and the Order was made in November 2022. The Council's CGR recommendations were agreed at Council in June 2022. Some of the recommendations in the CGR require consent from the LGBCE to make the proposed amendment. Consent has not yet been granted for any area.

Whilst conducting the Polling District and Polling Places Review, the following potential outcomes have been considered when identifying suitable arrangements:

- (a) Consent is granted from the LGBCE to all areas
- (b) Consent is not granted from the LGBCE to any area
- (c) Consent is granted to some areas but not others

4.3 This interim Polling District and Polling Places Review must be undertaken to ensure appropriate arrangements are in place for the May 2023 elections.

4.4 Definitions of terms used in this report:

- Polling District: the area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors.
- Polling Place: The building or area within a polling district in which polling stations will be selected by the Returning Officer.
- Polling Station- the room or building within the polling place where voting takes place. Unlike polling districts and polling places, polling stations are chosen by the Returning Officer.

4.5 The responsibility for designating polling districts and polling places is for the Council to determine.

4.6 In designating polling places, the Council must seek to ensure that:

- (a) all electors have such reasonable facilities for voting as are practicable in the circumstances
- (b) so far as is reasonable and practicable, every polling place is accessible to electors who are disabled.

#### The review process

4.7 A review has been undertaken in accordance with Schedule A1 of the Representation of the People Act 1983.

4.8 Public notice of the review was given on 30 September 2022 and information was published on the Council's website. The consultation period was from 30 September to 11 November, and allowed for comments to be made on the existing arrangements and the proposals.

- 4.9 Once Council has agreed the polling districts and polling places, details will be published together with the reasons for decisions taken. The Council must publish correspondence and representation received by the Returning Officer in connection with the review, correspondence sent to any person in relation to the review, and the details of the designation of polling districts and polling places within the local authority area because of the review.

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

- 5.1 This report supports the Council's aim for 'open, democratic and participative governance'.

## **6. Implications of decision**

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

**Drafted by:** Rosie Plaistowe-Melham, Financial Services Manager

Any financial implications of this report will be met from approved budgets for elections and referendums.

### **6.2 Risk management**

The Council is required to designate polling districts and polling places to effectively conduct the elections in May 2023. By agreeing the recommendations in this report, the Council will be meeting its statutory duties.

If the proposals in this report are not agreed and recommended to Council, a special Standards & General Purposes Committee and/or Council meeting would need to be scheduled. There is a risk that if they are not agreed in a timely manner, suitable arrangements will not be put in place ahead of next May's elections leading to a reputational risk to the Council and failure to provide the Returning Officer with the necessary information to conduct the elections.

### **6.3 Legal**

**Drafted by:** Stephen Rix, Interim Executive Head of Legal and Democratic Services

*Agreeing the recommendations in this report will ensure that the Council complies with its obligation to review polling districts and polling places under the Electoral Registration and Administration Act 2013 and the Representation of the People Act 1983.*

*The Council is required to follow the rules set out in section 18C and Schedule A1 of the Representation of the People Act 1983 and this has been adhered to throughout the review process.*

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

A key consideration of this review is to improve access to polling stations for all electors and to ensure voters can cast their vote easily and efficiently.

An Equality Impact Assessment has been completed and it demonstrated positive implications for individuals and communities.

All new stations have been visited to ensure access arrangements meet required standards. Officers have also visited polling stations where concerns were raised via representations in the consultation.

We will be monitoring the polling stations to ensure there are no negative impacts and will review each polling station after the elections in May 2023.

## **6.5 Climate emergency declaration**

There are no direct climate emergency implications arising from this report.

## **7. Consultation and engagement**

The 6-week consultation period was between 30 September and 11 November 2022. Officers contacted Borough and County Councillors, Town and Parish clerks, local MPs, the Police and Crime Commissioner for Surrey and local groups including public and voluntary organisations to advise them of the review and invite them to participate in the consultation. The review was also publicised on social media channels.

A total of 13 responses were received. These are set out in Annexe 1. Officers also considered comments that had been received during previous electoral events from stakeholders.

## **8. Other options considered**

8.1 It is a requirement for the Council to designate new polling districts and polling places following the boundary changes and alternative options are limited.

8.2 The Committee may decide to request officers to further review certain parts of the proposals. Due to the tight timetable, a special meeting of the Standards & General Purposes Committee and/or Council would be required to review the changes.

## **9. Governance journey**

9.1 The Committee is asked to make a recommendation to Full Council.

### **Annexes:**

Annexe 1 – responses received during the consultation

Annexe 2 – list of polling districts and their polling places based on CGR recommendations

Annexe 3- list of polling districts and their polling places based on LGBCE review

Annexe 4 – Maps of polling districts

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### **Background Papers**



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

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**CONTACT OFFICER:**

Name: Chailey Gibb

Position: Electoral Services Manager

Telephone: 01483 52313

Email: chailey.gibb@waverley.gov.uk

Agreed and signed off by:

Legal Services: Stephen Rix, Interim Executive Head of Legal and Democratic Services, 17/11/22

Head of Finance: Rosie Plaistowe-Melham, Financial Services Manager, 16/11/22

Strategic Director: Name, Post, date

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## Annexe 1- representations received during consultation

### Response 1

From: Cranleigh Parish Council

Good Afternoon

The Parish Council discussed the Interim Polling District and Polling Place Review 2022 at its last meeting on 20 October 2022 and would like to make the following comments:

The Council would like to ask Waverley Borough Council to consider using the Village Hall and Youth Centre in Cranleigh as these venues are easier for drop off and collection, and the Youth Centre has parking.

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### Response 2

From: Food / Baby bank Cranleigh

Thank you for asking for views on this. Having done a quick ask around those using Baby Bank and toddler/ carer drop in this morning, the main comment seemed to be that it would be helpful to have a polling station down the other end of the High Street rather than the Arts Centre and Snoxhall.

It may be that you prefer not to use Church buildings, but if that was not a constraint, the Methodist Church Hall or meeting Room would seem to be ideal - full accessibility (powered door, ramp, disabled toilet etc), access from front or back (off Stocklund Square car park), parking in the car park and disabled car parking at the front.

Otherwise there were no real comments.

Thanks

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### Response 3

From: resident from Badshot Lea

As a resident of Badshot Lea, the use of the St George's Church Hall for Poling days has been very convenient for all of the village residents. This saves disruption of the school, is central to the village and has a large car park for those unable to walk to the venue.

Regards

## Response 4

From: resident from new Western Commons Ward

Hello,

As you are conducting a review of polling stations, I would like to take the opportunity to raise that at least 3 of the Polling Stations (Churt, Thursley, Tilford) are in buildings operating as children's nurseries. When my children were at Tilford nursery I had to book annual leave to cover polling day because the nursery closed. This isn't ideal as it displaces time that could be spent with children during the school holidays and isn't always an option for people working in fields where they can't always choose when to book leave (or if self employed, perhaps can't afford to). It feels an unreasonable burden unfairly placed on working families with nursery-age children and I would encourage other venues to be considered.

Kind regards

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## Response 5

From: resident from Farnham

I have read the current proposals for polling stations and seen the maps, and wish to raise the issue in respect of the new Farnham Bourne ward. This has taken in part of Shortheath ward (and my postcode GU10 4SN) to the far west boundary with new Firgrove and Rowledge. wards. Electors in Shortheath and Boundstone previously had two polling districts but voted at the same polling station St Peter's C of E School, Little Green Lane.

Bourne ward also had two polling stations North at St Thomas-on-the Bourne Church and South at South Farnham Infants. Though it is now larger in area, it is proposed to have only **one** polling station FBA at St Thomas-on-the-Bourne Church on the A287 Frensham Road.

The distance from my road to the previous polling station up two steep hills is 0.5 miles. The distance proposed now still up a steep hill is 1.3 miles, even further than the Ridgway shopping parade. I suggest a rethink as the centre of population is to the west not the centre of the top of the map. Either Brambleton Hall or St Peter's School which are going to be used for Firgrove ward are much nearer and what happened to Wrecclesham Community Centre which is also in new Firgrove ward? There is a Royal British Legion hall in Burnt Hill Road which could be considered for those in Bourne South.

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## Response 6

From: parish & borough councillor Ewhurst

Happy with existing Polling Station provision.

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## Response 7

From: borough councillor Farnham

I note that St. Peter's School is still listed for Shortheath & Boundstone but that Ward is being abolished.

Also I am curious why the Wrecclesham Community Centre has apparently been removed as a station.

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## Response 8

From: County Councillor Farnham

Regarding Farnham North West I believe that there should be at least two polling stations

I would suggest one at Folly Hill School as it is the only public building in the Folly Hill area that has been craved away from the rest of Upper Hale in this boundary review – completely wrong in my opinion

There is no public building in the southern part of the ward, but the Memorial Hall is very close so I suggest that may be the only option – again another example of why this particular ward boundaries make no sense.

For Farnham Heath End – Heath End 2 and 3 are very close together and there is no polling station near the most densely populated area in Sandy Hill. I would suggest Heath End 3 is moved to either the Hale Community Centre or Hale School or St Marks Church

Kind regards

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## Response 9

From Borough Councillor Haslemere

Given that the Haslemere West area has been reduced in size from three to two councillors and a proportionate reduction of electors, I consider that only one site is therefore needed which should be the Haslewey centre.

I agree with the provision of the other sites in Haslemere

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## Response 10

From Borough Councillor Shamley Green

While I am still totally unhappy with the outcome of the review which will further undermine local democracy, I am content with the proposed polling station for my current ward.

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## Response 11

From borough councillor Haslemere

Dear Tom

I note the proposal to have a polling station at Haslemere Hall and I have no problem with that, however you should be aware the NHS have withdrawn retinal service from there due to disabled access problems.

## Response 12

From county councillor Waverley Western Villages

All the polling stations proposed for Waverley Western Villages area are fine by me.

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## Response 13

From Borough Councillor Farnham

My comments relate to the new proposed Farnham North West ward which is being formed from parts of the existing Castle ward and Upper Hale wards. Under existing arrangements those currently resident in Castle ward have to vote at The Memorial Hall whilst those resident in Upper Hale ward have to vote at the Hale Village Hall. Both these polling stations are, however, outside the boundaries of the new Farnham North West ward. The only location in the new ward that could be considered for use as a polling station is St Francis Church Hall on Three Stiles Road (postcode GU9 8BS) - this hall is, however, very small and not that well located with no public transport service. It would be particularly difficult for those living in the Upper Hale area to reach particularly if they did not have access to private transport.

I would, therefore, suggest that for the greatest benefit for voter accessibility the existing arrangements should continue to apply with residents of the existing Castle ward continuing to vote at The Memorial Hall and residents of the existing Upper Hale ward continuing to vote at Hale Village Hall. This would, however, mean that The Memorial Hall and Hale Village Hall would both be polling stations for two separate wards although this is a situation that has existed elsewhere in the Borough before.

Proposed Polling District Code	Polling District Name	Borough Ward	Parish - Parish Ward	Proposed Polling Place	reason	Responses/comments	Action	Decision
ADHA	Alfold	Alfold, Dunsfold & Hascombe	Alfold	Alfold Village Hall, Dunsfold Road, Alfold		None received		Alfold Village Hall, Dunsfold Road, Alfold
ADHB	Hascombe	Alfold, Dunsfold & Hascombe	Hascombe	Hascombe Village Hall, Mare Lane, Hascombe		None received		Hascombe Village Hall, Mare Lane, Hascombe
ADHC	Dunsfold	Alfold, Dunsfold & Hascombe	Dunsfold	The Winn Hall, The Common, Dunsfold		None received		The Winn Hall, The Common, Dunsfold
BWA	Bramley	Bramley & Wonersh	Bramley	Bramley Village Hall, Hall Road, Bramley		None received		Bramley Village Hall, Hall Road, Bramley
BWB	Munstead & Tuesley	Bramley & Wonersh	Munstead & Tuesley	Clock Barn Hall, Clock Barn Farm, Hambledon Road		None received		Clock Barn Hall, Clock Barn Farm, Hambledon Road
BWC	Blackheath	Bramley & Wonersh	Wonersh - Blackheath	Blackheath Village Hall, Blackheath Lane, Wonersh		None received		Blackheath Village Hall, Blackheath Lane, Wonersh
BWD	Wonersh	Bramley & Wonersh	Wonersh - Wonersh	Lawnsmead Hall, Wonersh Common Road, wonersh		None received		Lawnsmead Hall, Wonersh Common Road, wonersh
BWE	Shamley Green	Bramley & Wonersh	Wonersh - Shamley Green	Arbuthnot Hall, The Green		Borough Cllr - Happy with current PS		Arbuthnot Hall, The Green
BWF	Hambledon	Bramley & Wonersh	Hambledon	Hambledon Village Hall, Malthouse Lane, Hambledon		None received		Hambledon Village Hall, Malthouse Lane, Hambledon
CD	Chiddingfold	Chiddingfold	Chiddingfold	Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold		None received		Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold
CEA	Cranleigh East 1	Cranleigh East	Cranleigh East	Cranleigh Arts Centre, 1 High Street, Cranleigh		None received	Possible move to another PS in ward as very close to ward boundary and other PS  visited the Jesus Christ the Redeemer church Hall on 8/11. Hall is suitable and meets requirements however, restrictions on use of the car park (not able to use at all during school drop offs and pick ups 8.30-9 & 2.30-3) / requirement to have a car park attendant managaing parking.	Continue with Cranleigh Arts Centre
CEB	Cranleigh East 2	Cranleigh East	Cranleigh East	Park Mead Primary School, Park Drive		None received		Park Mead Primary School, Park Drive
CWA	Cranleigh West 1	Cranleigh West	Cranleigh West	Village Hall, Elmbridge Manor, Essex Drive		None received		Village Hall, Elmbridge Manor, Essex Drive
CWB	Cranleigh West 2	Cranleigh West	Cranleigh West	Cranleigh Leisure Centre, Village Way		Cranleigh PC - Suggestion of using the Village Hall or the Youth Centre as they are easier for drop offs and collections	visited the following potential venues on 8/11:  Village Hall- suitable hall but disabled parking is only available in the main car park  Snoxhall Community Centre- (outside only) venue is suitable but not as central as other options and access is not via main car park. Removed in 2019 as a PS following negative feedback on its suitability	Continue with Cranleigh Leisure Centre
CWC	Cranleigh West 3	Cranleigh West	Cranleigh West	Cranleigh Leisure Centre, Village Way	previous PS is now out of PD	Food Bank/Baby group Cranleigh - Can there be a PS at the other end of the High street. The methodist Church Hall or Meeting Room access off Stockland Square Carpark.	Ward split to create third PD in the ward  visited the following potential venues on 8/11:  Methodist Church is suitable- good access, large car park at rear  Cricket Pavillion does not have adequate disabled access.	Change to Methodist Church

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EPHA	Elstead	Elstead & Peper Harow	Elstead	Elstead Youth Centre, Thursley Road, Elstead		County Cllr - Happy with PS in WWV		Elstead Youth Centre, Thursley Road, Elstead
EPHB	Peper Harow	Elstead & Peper Harow	Peperharow (Parish Meeting)	Elstead Youth Centre, Thursley Road, Elstead		County Cllr - Happy with PS in WWV		Elstead Youth Centre, Thursley Road, Elstead
EEGA	Ellens Green	Ewhurst & Ellens Green	Ewhurst - Ellens Green	Ellens Green Memorial Hall, Furzen Lane, Ellens Green		None received		Ellens Green Memorial Hall, Furzen Lane, Ellens Green
EEGB	Ewhurst	Ewhurst & Ellens Green	Ewhurst - Ewhurst	The Community Room, The Glebe, Ewhurst		Borough & Parish Cllr - Happy with the PS		The Community Room, The Glebe, Ewhurst
FB	Bourne	Farnham Bourne	Farnham - Bourne	St. Thomas-on-The Bourne Church, Frensham Road, Farnham	Combines S Farnham infant school electorate- 2 polling stations in this polling place	Resident -Bourne Previoulsy had 2 P.S One in North and one in South. Area is now larger but only 1 P.S. Electors ward is now in different ward and distance to new P.S has now increased from 0.5miles to 1.3 miles up hill. Centre of population is more to the west, not the centre top of the map. Brambleton Hall, St peters School are nearer as is Wrecclesham CC but these are in the new Firgrove Ward. Suggestion of Royal British Legion Hall (now Bourne Social club) on Burnt Hill Rd for those in Bourne South.	PS suggested outside of the PD and Ward.  Contacted Lower Bourne Social Club via phone and email. Spoke to John Morris Chair of the social club. Advised there is a Nursery School in the building everyday so we are unable to use as a Polling Station.  Exhausted the area for alternatives.  One Polling District for the ward to prevent the use of South Farnham Infant School due to numerous complaints	Dual station at St. Thomas-on-The Bourne Church, Frensham Road, Farnham
FCA	Castle (1)	Farnham Castle	Farnham - Castle	Memorial Hall, Babbs Mead, West Street	combine previous FCA (spire church) as unavailable	None received		Memorial Hall, Babbs Mead, West Street
FCB	Castle (2)	Farnham Castle	Farnham - Castle	Army Reserve Centre, Guildford Road, Farnham		None received		Army Reserve Centre, Guildford Road, Farnham
FF	Firgrove	Farnham Firgrove	Farnham - Shortheath and Firgrove	Brambleton Hall, Talbot Road		None received	Make 1 PD as Brambleton Hall in centre - make it a dual station removing the school	Brambleton Hall, Talbot Road
FHA	Heath End (1)	Farnham Heath End	Farnham - Hale and Heath End	Bethel Baptist Church, Rushden Way, Heath End		County Cllr - Heath End 2 &3 are close by and no PS in Sandy Hill area. Heath End 3 move to either Hale community centre, Hale School or St Marks Church.	Reduce PD from 3 to 2  Make sure PD splits in ward move Sandy Hill Electors to Community room at Gorselands  Hale school not required, existing choice of 2 PS have better access then those proposed.  Choose between Bethel Baptist Church and Hale Village Hall	Bethel Baptist Church, Rushden Way, Heath End
FHB	Heath End (2)	Farnham Heath End	Farnham - Hale and Heath End	Community Room, Gorselands, Alma Lane		County Cllr - Heath End 2 &3 are close by and no PS in Sandy Hill area. Heath End 3 move to either Hale community centre, Hale School or St Marks Church.	Reduce PD from 3 to 2  Make sure PD splits in ward move Sandy Hill Electors to Community room at Gorselands  Hale school not required, existing choice of 2 PS have better access then those proposed.	Community Room, Gorselands, Alma Lane
FMPA	Moor Park (1)	Farnham Moor Park	Farnham - Badshott Lea and Moor Park	St Joan`s Centre, 19 Tilford Road, Farnham		None received	Reduce ward from 3 PD to 2 PD  1 PD in the north of ward 1 PD in south of ward. Lose Abby School as now close by to St Joan's centre	St Joan`s Centre, 19 Tilford Road, Farnham
FMPB	Moor Park (2)	Farnham Moor Park	Farnham - Badshott Lea and Moor Park	St Georges Church Hall, Badshot Lea Road, Badshot Lea		Resident - Badshot Lea resident and Badshot Lea TA rep. Happy the church hall is being used as it is convenient for residents.	Reduce ward from 3 PD to 2 PD  1 PD in the north of ward 1 PD in south of ward.	St Georges Church Hall, Badshot Lea Road, Badshot Lea



Proposed Polling District Code	Polling District Name	Borough Ward	Parish - Parish Ward	Proposed Polling Place	reason	Responses/comments	Action	Decision
FNWA	Farnham North West (1)	Farnham North West	Farnham North West	NO CURRENT PP WITHIN PD	3 possible venues identified- (1)Saint Francis byworth, Crondall Lane (2) The Factory, Crondall lane & (3) The Chantry Community Centre	County Cllr - Farnham North west 2 Polling Stations required, Folly School in the North as it is a public building. No public building in South but Babbs Mead Memorial Hall close by  Borough Cllr - Concerned about the new ward and the lack of venues to be used as a PS. Suggested St Francis Church Hall but is concerned this is a small hall and not well located with no public transport links. His suggestion is that those previous upper Hale electors vote at Hale village Hall and those that were in Farnham Castle continue to vote at The Memorial Hall Babs Mead.	Splitting ward into 2 PD, north and south.  <b>South</b> , visited The Chantry's community centre and St Francis Church Hall. Both have merits and constraints. Both could be used as Polling stations.  Babbs Mead Memorial hall not in Ward and being used as PS for electors in correct ward.	South - The Chantry
FNWB	Farnham North West (2)	Farnham North West	Farnham North West	NO CURRENT PP WITHIN PD	3 possible venues identified- (1)Saint Francis byworth, Crondall Lane (2) The Factory, Crondall lane & (3) The Chantry Community Centre	County Cllr - Farnham North west 2 Polling Stations required, Folly School in the North as it is a public building. No public building in South but Babbs Mead Memorial Hall close by  Borough Cllr - Concerned about the new ward and the lack of venues to be used as a PS. Suggested St Francis Church Hall but is concerned this is a small hall and not well located with no public transport links. His suggestion is that those previous upper Hale electors vote at Hale village Hall and those that were in Farnham Castle continue to vote at The Memorial Hall Babs Mead.	Splitting ward into 2 PD, north and south.  <b>North</b> - Farnham Cricket Club, visited outside of venue. Large carpark and room is for hire, however, no access via foot as on busy main road without footpath.  Folly Hill Infant school, visited and school understand need for use as PS - nothing else in area. School will need to close.  Hale Village Hall, not in correct ward. Suitable PS in the Ward has been established.	North - Folly Hill School to be used.
FRA	Wrecclesham	Farnham Rowledge	Farnham - Wrecclesham and Rowledge	Leverton Hall, St Peter's Church, Beales Lane		Borough Cllr - Curious why the Wrecclesham community Centre has been removed as a station.	This PD had 2 venues available as a PS. During the 2019 PDR it was agreed that Leverton Hall would replace Wrecclesham C.C for this PD as it was better located within the PD.  2 PD with 1 PS in each	Leverton Hall, St Peter's Church, Beales Lane
FRB	Rowledge	Farnham Rowledge	Farnham - Wrecclesham and Rowledge	Rowledge Village Hall, The Long Road, Rowledge		None received		Rowledge Village Hall, The Long Road, Rowledge
FW	Weybourne	Farnham Weybourne	Farnham - Weybourne	Weybourne Village Hall, Weybourne Road, Farnham		None received	1 PD possible dual station if electorate split too big	Weybourne Village Hall, Weybourne Road, Farnham
GFCB	Catteshall	Godalming - Farncombe & Catteshall	Godalming - Farncombe & Catteshall	Godalming Town Football Club, Wey Court, 1 Meadow		None received		Godalming Town Football Club, Wey Court, 1 Meadow
GFCB	Farncombe	Godalming - Farncombe & Catteshall	Godalming - Farncombe & Catteshall	Broadwater Youth Centre, Summers Road, Godalming		None received		Broadwater Youth Centre, Summers Road, Godalming
GBCA	Binscombe	Godalming Binscombe & Charterhouse	Godalming - Binscombe	Binscombe Church, Barnes Road, Godalming		None received		Binscombe Church, Barnes Road, Godalming
GBCB	Charterhouse	Godalming Binscombe & Charterhouse	Godalming - Charterhouse	Armoury Building, Charterhouse School, Hurtmore Road		None received		Armoury Building, Charterhouse School, Hurtmore Road
GCOA	Central	Godalming Central & Ockford	Godalming - Central & Ockford	Wilfrid Noyce Centre, Crown Court, High Street		None received		Wilfrid Noyce Centre, Crown Court, High Street
GCOB	Ockford	Godalming Central & Ockford	Godalming - Central & Ockford	St Mark's Community Centre, Franklyn Road, Godalming		None received		St Mark's Community Centre, Franklyn Road, Godalming

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GH	Holloway	Godalming Holloway	Godalming - Holloway	Sports Pavilion, Holloway Hill Recreation Ground, Busbridge Lane		None received	Possible dual station depending on electorate totals	Sports Pavilion, Holloway Hill Recreation Ground, Busbridge Lane
HEA	Haslemere North	Haslemere East	Haslemere - North	High Lane Community Centre, 19 Weycombe Road, Haslemere		None received		High Lane Community Centre, 19 Weycombe Road, Haslemere
HEB	Grayswood	Haslemere East	Haslemere - North	Grayswood Village Hall, Grayswood Road, Grayswood		None received		Grayswood Village Hall, Grayswood Road, Grayswood
HEC	Haslemere South	Haslemere East	Haslemere - South	Haslemere Hall, 2 Bridge Road		Borough Cllr - No problem with the hall, however, advised that the NHS retinal service has been moved from this venue due to disabled access.	Visit to double check the accessibility and confirmed building does have disabled access. Will request PO carries out a review of the PS following the May 23 elections to asses ongoing suitability.	Haslemere Hall, 2 Bridge Road
HW	Haslemere West	Haslemere West	Haslemere - West	Hasleway Centre, Lion Green, Haslemere		Borough Cllr - With the new ward being reduced in size form 3 to 2 Cllrs and subsequent electorate reduction. Only 1 site is required and preferred choice is Hasleway Centre.	PD of Critchmere and Shottermill now form 1 PD Haslemere West, co-terminous with the Borough and Parish ward.  1 PS now required	Hasleway Centre, Lion Green, Haslemere
HBA	Hindhead & Beacon Hill	Hindhead & Beacon Hill	Haslemere - Hindhead & Beacon Hill	St Albans Church, Tilford Road, Beacon Hill		County Cllr - Happy with PS in WWV		St Albans Church, Tilford Road, Beacon Hill
HBB	Nutcombe	Hindhead & Beacon Hill	Haslemere - Nutcombe	NO CURRENT PP WITHIN PD		None received	Contacted for suitability and availability but declined. * Amesbury School * Undershaw School * Hindhead Music Room * Grove Resource Centre * Royal Prep School	Dual Station at St Albans Church. Not in PD but same Borough ward. Different Parish ward
MWA	Brook	Witley & Milford	Witley & Milford - Brook	Pirrie Hall, Haslemere Road, Brook		County Cllr - happy with PS in WWV		Pirrie Hall, Haslemere Road, Brook
MWB	Milford	Witley & Milford	Witley & Milford - Milford	Milford Village Hall, Portsmouth Road, Milford		None received		Milford Village Hall, Portsmouth Road, Milford
MWC	Witley	Witley & Milford	Witley & Milford - Witley	The Chichester Hall, Petworth Road		Borough Cllr - Can the PS be moved back to the centre of the village so people can walk. The Chandler School was used previously and centrally located.	Decision to only use schools if no other suitable venue available to avoid further distrubtion to childrens education.  No alternative suitable venue found or suggested  No comments or complaints received from residents in the area regarding the current PS	Continue to use The Chichester Hall, Petworth Road
WCA	Thursley	Western Commons	Thursley	Thursley Village Hall, Dye House Road, Thursley		Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.  County Cllr - happy with PS in WWV	P.S is in the North Hall to allow nursery to remain open. Planning permission has been granted to alter layout of village Hall to cretae separate entrances in the future for Nursery and North Hall use.	Thursley Village Hall, Dye House Road, Thursley
WCB	Churt	Western Commons	Churt	Churt Village Hall, Crossways, Churt		Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.  County Cllr - happy with PS in WWV	Visted outside of Churt Village Club but parking limited  Spoke with Churt Parish Clerk regarding the suitability of the Cricket pavilion as a PS. Parish Clerk advised the nursery no longer opperates from the village Hall so can continue to be used as a PS. If in future things change the cricket pavilion can be re visited.	Churt Village Hall
WCC	Dockenfield	Western Commons	Dockenfield	The Vestry, Church of the Good Shepherd, The Street		County Cllr - happy with PS in WWV		The Vestry, Church of the Good Shepherd, The Street

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WCD	Frensham	Western Commons	Frensham - Frensham	Frensham Parish Council Meeting Room, The Community Building, Shortfield Common Road		County Cllr - happy with PS in WWV	<p>Possible dual station with Rushmoor as no PS in Rushmoor and they are the same parish albeit different wards. However, Frensham Parish Meeting Room is not flexible to allow 2nd PS. Looking at alternative venue of Maridin Hall/ Royal British Legion to accommodate both.</p> <p>Maridin Hall- investigated but deemed to be unsuitable due to parking and potential flooding of road for access for Rushmoor electors</p> <p>RBL have yet to reply to answerphone messages. However, potential flooding of road for access to Rushmoor electors deemed to high risk to alter current arrangements that work well.</p>	Frensham Parish Council Meeting Room, The Community Building, Shortfield Common Road
WCE	Rushmoor	Western Commons	Frensham - Rushmoor	The Tilford Institute, Tilford Road, Tilford		<p>Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.</p> <p>PS not in PD alternatives?</p> <p>County Cllr - Happy with PS in WWV</p>	<p>Possible dual station with Rushmoor as no PS in Rushmoor and they are the same parish albeit different wards. However, Frensham Parish Meeting Room is not flexible to allow 2nd PS. Looking at alternative venue of Maridin Hall/ Royal British Legion to accommodate both.</p> <p>Maridin Hall- investigated but deemed to be unsuitable due to parking and potential flooding of road for access for Rushmoor electors</p> <p>RBL have yet to reply to answerphone messages. However, potential flooding of road for access to Rushmoor electors deemed to high risk to alter current arrangements that work well.</p>	The Tilford Institute, Tilford Road, Tilford
WCF	Tilford	Western Commons	Tilford	The Tilford Institute, Tilford Road, Tilford		<p>Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.</p> <p>County Cllr - Happy with PS in WWV</p>	Nursery was only closed during the May 2021 elections due to Covid. Nursey can remian open in the main room, whilst the pS can be set up in the smaller room.	The Tilford Institute, Tilford Road, Tilford

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2 ADHB	Hascombe	Alfold, Dunsfold & Hascombe	Hascombe	Hascombe Village Hall, Mare Lane, Hascombe		None received		Hascombe Village Hall, Mare Lane, Hascombe
3 ADHC	Dunsfold	Alfold, Dunsfold & Hascombe	Dunsfold	The Winn Hall, The Common, Dunsfold		None received		The Winn Hall, The Common, Dunsfold
4 BWA	Bramley	Bramley & Womersh	Bramley	Bramley Village Hall, Hall Road, Bramley		None received		Bramley Village Hall, Hall Road, Bramley
5 BWB	Munstead & Tuesley	Bramley & Womersh	Munstead & Tuesley	Clock Barn Hall, Clock Barn Farm, Hambledon Road		None received		Clock Barn Hall, Clock Barn Farm, Hambledon Road
6 BWC	Blackheath	Bramley & Womersh	Womersh - Blackheath	Blackheath Village Hall, Blackheath Lane, Womersh		None received		Blackheath Village Hall, Blackheath Lane, Womersh
7 BWD	Womersh	Bramley & Womersh	Womersh - Womersh	Lawnsmead Hall, Womersh Common Road, womersh		None received		Lawnsmead Hall, Womersh Common Road, womersh
8 BWE	Shamley Green	Bramley & Womersh	Womersh - Shamley Green	Arbutnot Hall, The Green		Borough Cllr - Happy with current PS		Arbutnot Hall, The Green
9 BWF	Hambledon	Bramley & Womersh	Hambledon	Hambledon Village Hall, Malthouse Lane, Hambledon		None received		Hambledon Village Hall, Malthouse Lane, Hambledon
10 CD	Chiddingfold	Chiddingfold	Chiddingfold	Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold		None received		Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold
11 CEA	Cranleigh East (1)	Cranleigh East	Cranleigh - East	Cranleigh Arts Centre, 1 High Street, Cranleigh		None received	Possible move to another PS in ward as very close to ward boundary and other PS  visited the Jesus Christ the Redeemer church Hall on 8/11. Hall is suitable and meets requirements however, restrictions on use of the car park (not able to use at all during school drop offs and pick ups 8.30-9 & 2.30-3) / requirement to have a car park attendant managing parking.	Continue with Cranleigh Arts Centre
12 CEB	Cranleigh East (2)	Cranleigh East	Cranleigh - East	Park Mead Primary School, Park Drive		None received		Park Mead Primary School, Park Drive
13 CWA	Cranleigh West (1)	Cranleigh West	Cranleigh - West	Village Hall, Elmbridge Manor, Essex Drive		None received		Village Hall, Elmbridge Manor, Essex Drive
14 CWB	Cranleigh West (2)	Cranleigh West	Cranleigh - West	Cranleigh Leisure Centre, Village Way		Cranleigh PC - Suggestion of using the Village Hall or the Youth Centre as they are easier for drop offs and collections	visited the following potential venues on 8/11:  Village Hall- suitable hall but disabled parking is only available in the main car park  Snoxhall Community Centre- (outside only) venue is suitable but not as central as other options and access is not via main car park. Removed in 2019 as a PS following negative feedback on its suitability	Continue with Cranleigh Leisure Centre
15 CWC	Cranleigh West (3)	Cranleigh West	Cranleigh - West	Cranleigh Leisure Centre, Village Way	previous PS is now out of PD	Food Bank/Baby group Cranleigh - Can there be a PS at the other end of the High street. The Methodist Church Hall or Meeting Room access off Stockland Square Carpark.	Ward split to create third PD in the ward  visited the following potential venues on 8/11:  Methodist Church is suitable- good access, large car park at rear  Cricket Pavillion does not have adequate disabled access.	Change to Methodist Church
16 EPHA	Elstead	Elstead & Peper Harow	Elstead	Elstead Youth Centre, Thursley Road, Elstead		County Cllr - Happy with PS in WWV		Elstead Youth Centre, Thursley Road, Elstead
17 EPHB	Peper Harow	Elstead & Peper Harow	Peperharow (Parish Meeting)	Elstead Youth Centre, Thursley Road, Elstead		County Cllr - Happy with PS in WWV		Elstead Youth Centre, Thursley Road, Elstead
18 EEGA	Ellens Green	Ewhurst & Ellens Green	Ewhurst - Ellens Green	Ellens Green Memorial Hall, Furzen Lane, Ellens Green		None received		Ellens Green Memorial Hall, Furzen Lane, Ellens Green
19 EEEB	Ewhurst	Ewhurst & Ellens Green	Ewhurst - Ewhurst	The Community Room, The Glebe, Ewhurst		Borough & Parish Cllr - Happy with the PS		The Community Room, The Glebe, Ewhurst
20 FB	Bourne	Farnham Bourne	Farnham - Bourne	St. Thomas-on-The Bourne Church, Frensham Road, Farnham	Combines S Farnham infant school electorate- 2 polling stations in this polling place	Resident -Bourne Previously had 2 P.S One in North and one in South. Area is now larger but only 1 P.S. Electors ward is now in different ward and distance to new P.S has now increased from 0.5miles to 1.3 miles up hill. Centre of population is more to the west, not the centre top of the map. Brambleton Hall, St peters School are nearer as is Wrecclsham CC but these are in the new Firgrove Ward. Suggestion of Royal British Legion Hall (now Bourne Social club) on Burnt Hill Rd for those in Bourne South.	PS suggested outside of the PD and Ward.  Contacted Lower Bourne Social Club via phone and email. Spoke to John Morris Chair of the social club. Advised there is a Nursery School in the building everyday so we are unable to use as a Polling Station.  Exhausted the area for alternatives.  One Polling District for the ward to prevent the use of South Farnham Infant School due to numerous complaints	Dual station at St. Thomas-on-The Bourne Church, Frensham Road, Farnham
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22 FCB	Castle (2)	Farnham Castle	Farnham - Castle	Army Reserve Centre, Guildford Road, Farnham		None received		Army Reserve Centre, Guildford Road, Farnham
23 FFA	Firgrove (1)	Farnham Firgrove	Farnham - Firgrove East	Brambleton Hall, Talbot Road		None received		Brambleton Hall, Talbot Road
24 FFB	Firgrove (2)	Farnham Firgrove	Farnham - Firgrove West	St Peter's C of E Primary School, Little Green Lane		None received		St Peter's C of E Primary School, Little Green Lane
25 FHA	Heath End (1)	Farnham Heath End	Farnham - Heath End	Bethel Baptist Church, Rushden Way, Heath End		County Cllr - Heath End 2 & 3 are close by and no PS in Sandy Hill area. Heath End 3 move to either Hale community centre, Hale School or St Marks Church.	Reduce PD from 3 to 2  Make sure PD splits in ward move Sandy Hill Electors to Community room at Gorselands  Hale school not required, existing choice of 2 PS have better access then those proposed.  Choose between Bethel Baptist Church and Hale Village Hall	Bethel Baptist Church, Rushden Way, Heath End
26 FHB	Heath End (2)	Farnham Heath End	Farnham - Heath End	Community Room, Gorselands, Alma Lane		County Cllr - Heath End 2 & 3 are close by and no PS in Sandy Hill area. Heath End 3 move to either Hale community centre, Hale School or St Marks Church.	Reduce PD from 3 to 2  Make sure PD splits in ward move Sandy Hill Electors to Community room at Gorselands  Hale school not required, existing choice of 2 PS have better access then those proposed.	Community Room, Gorselands, Alma Lane
27 FMPA	Moor Park (1)	Farnham Moor Park	Farnham - Moor Park	St Joan's Centre, 19 Tilford Road, Farnham		None received	Reduce ward from 3 PD to 2 PD  1 PD in the north of ward 1 PD in south of ward. Lose Abby School as now close by to St Joan's centre	St Joan's Centre, 19 Tilford Road, Farnham
28 FMPB	Moor Park (2)	Farnham Moor Park	Farnham - Badshott Lea	St Georges Church Hall, Badshot Lea Road, Badshot Lea		Resident - Badshot Lea resident and Badshot Lea TA rep. Happy the church hall is being used as it is convenient for residents.	Reduce ward from 3 PD to 2 PD  1 PD in the north of ward 1 PD in south of ward.	St Georges Church Hall, Badshot Lea Road, Badshot Lea

Proposed Polling District Code	Polling District Name	Borough Ward	Parish - Parish Ward	Proposed Polling Place	reason	Responses/comments	Action	Decision
29	FNWA	Farnham North West	Farnham - North West	NO CURRENT PP WITHIN PD	3 possible venues identified- (1)Saint Francis byworth, Crondall Lane (2) The Factory, Crondall lane & (3) The Chantrys Community Centre	County Cllr - Farnham North west 2 Polling Stations required, Folly School in the North as it is a public building. No public building in South but Babbs Mead Memorial Hall close by  Borough Cllr - Concerned about the new ward and the lack of venues to be used as a PS. Suggested St Francis Church Hall but is concerned this is a small hall and not well located with no public transport links. His suggestion is that those previous upper Hale electors vote at Hale village Hall and those that were in Farnham Castle continue to vote at The Memorial Hall Babs Mead.	Visited The Chantrys community centre and St Francis Church Hall. Both have merits and constraints. Both could be used as Polling stations.  Babbs Mead Memorial hall not in Ward and being used as PS for electors in correct ward.	The Chantrys
30	FNWB	Farnham North West (2)	Farnham - Hoghatch	NO CURRENT PP WITHIN PD	3 possible venues identified- (1)Saint Francis byworth, Crondall Lane (2) The Factory, Crondall lane & (3) The Chantrys Community Centre	County Cllr - Farnham North west 2 Polling Stations required, Folly School in the North as it is a public building. No public building in South but Babbs Mead Memorial Hall close by  Borough Cllr - Concerned about the new ward and the lack of venues to be used as a PS. Suggested St Francis Church Hall but is concerned this is a small hall and not well located with no public transport links. His suggestion is that those previous upper Hale electors vote at Hale village Hall and those that were in Farnham Castle continue to vote at The Memorial Hall Babs Mead.	Farnham Cricket Club, visited outside of venue. Large carpark and room is for hire, however, noc access via foot as on busy main road without footpath.  Folly Hill Infant school , visited and school understand need for use as PS - nothing else in area. School will need to close.  Hale Village Hall, not in correct ward. Suitable PS in the Ward has been established.	Folly Hill School to be used.
31	FRA	Wreclesham	Farnham Rowledge	Leverton Hall, St Peter's Church, Beales Lane		Borough Cllr - Curious why the Wreclesham community Centre has been removed as a station.	This PD had 2 venues available as a PS. During the 2019 PDR it was agreed that Leverton Hall would replace Wreclesham C.C for this PD as it was better located within the PD.  2 PD with 1 PS in each	Leverton Hall, St Peter's Church, Beales Lane
32	FRB	Rowledge	Farnham Rowledge	Rowledge Village Hall, The Long Road, Rowledge		None received	2 PD with 1 PS in each	Rowledge Village Hall, The Long Road, Rowledge
33	FW	Weybourne	Farnham Weybourne	Weybourne Village Hall, Weybourne Road, Farnham		None received	1 PD possible dual station if electorate split too big	Weybourne Village Hall, Weybourne Road, Farnham
34	GCA	Catteshall	Godalming - Farncombe & Catteshall	Godalming Town Football Club, Wey Court, 1 Meadow		None received		Godalming Town Football Club, Wey Court, 1 Meadow
35	GCB	Farncombe	Godalming - Farncombe & Catteshall	Broadwater Youth Centre, Summers Road, Godalming		None received		Broadwater Youth Centre, Summers Road, Godalming
36	GBCA	Binscombe	Godalming Binscombe & Charterhouse	Binscombe Church, Barnes Road, Godalming		None received		Binscombe Church, Barnes Road, Godalming
37	GBCB	Charterhouse	Godalming Binscombe & Charterhouse	Armoury Building, Charterhouse School, Hurtmore Road		None received		Armoury Building, Charterhouse School, Hurtmore Road
38	GCOA	Central	Godalming Central & Ockford	Wilfrid Noyce Centre, Crown Court, High Street		None received		Wilfrid Noyce Centre, Crown Court, High Street
39	GCOB	Ockford	Godalming Central & Ockford	St Mark's Community Centre, Franklyn Road, Godalming		None received		St Mark's Community Centre, Franklyn Road, Godalming
40	GHA	Holloway	Godalming Holloway	Sports Pavilion, Holloway Hill Recreation Ground, Busbridge Lane		None received		Sports Pavilion, Holloway Hill Recreation Ground, Busbridge Lane
41	GHB	Croft	Godalming Holloway	NO CURRENT PP WITHIN PD		None received	No PS in PD .	Dual station at Sports Pavilion Holloway Hill Recreation Ground, Busbridge Lane
42	HEA	Haslemere North	Haslemere East	Haslemere - North	High Lane Community Centre, 19 Weycombe Road, Haslemere		None received	High Lane Community Centre, 19 Weycombe Road, Haslemere
43	HEB	Grayswood	Haslemere East	Haslemere - North	Grayswood Village Hall, Grayswood Road, Grayswood		None received	Grayswood Village Hall, Grayswood Road, Grayswood
44	HEC	Haslemere South	Haslemere East	Haslemere - South	Haslemere Hall, 2 Bridge Road	Borough Cllr - No problem with the hall, however, advised that the NHS retinal service has been moved from this venue due to disabled access.	Visit to double check the accessibility and confirmed building does have disabled access. Will request PO carries out a review of the PS following the May 23 elections to asses ongoing suitability.	
45	HW	Haslemere West	Haslemere West	Haslemere - West	Haslewey Centre, Lion Green, Haslemere	Borough Cllr - With the new ward being reduced in size form 3 to 2 Cllrs and subsequent electorate reduction. Only 1 site is required and preferred choice is Haslewey Centre.	PD of Critchmere and Shottermill now form 1 PD Haslemere West, co-terminous with the Borough and Parish ward.  1 PS now required	Haslewey Centre, Lion Green, Haslemere
46	HBA	Hindhead & Beacon Hill	Hindhead & Beacon Hill	Haslemere - Hindhead & Beacon Hill	St Albans Church, Tilford Road, Beacon Hill	County Cllr - Happy with PS in WWV		St Albans Church, Tilford Road, Beacon Hill
47	HBB	Nutcombe	Hindhead & Beacon Hill	Haslemere - Nutcombe	NO CURRENT PP WITHIN PD	None received	Contacted for suitability and availability but declined. * Amesbury School * Undershaw School * Hindhead Music Room * Grove Resource Centre * Royal Prep School	Dual Station at St Albans Church. Not in PD but same Borough ward. Different Parish ward
48	MWA	Brook	Milford & Witley	Witley & Milford - Brook	Pirrie Hall, Haslemere Road, Brook	County Cllr - Happy with PS in WWV		Pirrie Hall, Haslemere Road, Brook
49	MWB	Milford	Milford & Witley	Witley & Milford - Milford	Milford Village Hall, Portsmouth Road, Milford	None received		Milford Village Hall, Portsmouth Road, Milford
50	MWC	Witley	Milford & Witley	Witley & Milford - Witley	The Chichester Hall, Petworth Road	Borough Cllr - Can the PS be moved back to the centre of the village so people can walk. The Chandler School was used previously and centrally located.	Decision to only use schools if no other suitable venue available to avoid further distribution to childrens education.  No alternative suitable venue found or suggested  No comments or complaints received from residents in the area regarding the current PS	Continue to use The Chichester Hall, Petworth Road
51	WCA	Thursley	Western Commons	Thursley	Thursley Village Hall, Dye House Road, Thursley	Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.  County Cllr - happy with PS in WWV	P.S is in the North hall to allow nursery to remain open. Planning permission has been granted to alter layout of village Hall to create separate entrances in the future for Nursery and North hall use.	Thursley Village Hall, Dye House Road, Thursley
52	WCB	Churt	Western Commons	Churt	Churt Village Hall, Crossways, Churt	Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.  County Cllr - happy with PS in WWV	Visited outside of Churt Village Club but parking limited  Spoke with Churt Parish Clerk regarding the suitability of the Cricket pavilion as a PS. Parish Clerk advised the nursery no longer operates from the village Hall so can continue to be used as a PS. If in future things change the cricket pavilion can be re visited.	Churt Village Hall
53	WCC	Dockenfield	Western Commons	Dockenfield	The Vestry, Church of the Good Shepherd, The Street	County Cllr - happy with PS in WWV	None received	The Vestry, Church of the Good Shepherd, The Street

Proposed Polling District Code	Polling District Name	Borough Ward	Parish - Parish Ward	Proposed Polling Place	reason	Responses/comments	Action	Decision
54 WCD	Frensham	Western Commons	Frensham - Frensham	Frensham Parish Council Meeting Room, The Community Building, Shortfield Common Road		County Cllr - happy with PS in WWV	Possible dual station with Rushmoor as no PS in Rushmoor and they are the same parish albeit different wards. However, Frensham Parish Meeting Room is not flexible to allow 2nd PS. Looking at alternative venue of Maridin Hall/ Royal British Legion to accommodate both.  Maridin Hall- investigated but deemed to be unsuitable due to parking and potential flooding of road for access for Rushmoor electors  RBL have yet to reply to answerphone messages. However, potential flooding of road for access to Rushmoor electors deemed to high risk to alter current arrangements that work well.	Frensham Parish Council Meeting Room, The Community Building, Shortfield Common Road
55 WCE	Rushmoor	Western Commons	Frensham - Rushmoor	The Tilford Institute, Tilford Road, Tilford		Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.  PS not in PD alternatives?  County Cllr - Happy with PS in WWV	Possible dual station with Rushmoor as no PS in Rushmoor and they are the same parish albeit different wards. However, Frensham Parish Meeting Room is not flexible to allow 2nd PS. Looking at alternative venue of Maridin Hall/ Royal British Legion to accommodate both.  Maridin Hall- investigated but deemed to be unsuitable due to parking and potential flooding of road for access for Rushmoor electors  RBL have yet to reply to answerphone messages. However, potential flooding of road for access to Rushmoor electors deemed to high risk to alter current arrangements that work well.	The Tilford Institute, Tilford Road, Tilford
56 WCF	Tilford	Western Commons	Tilford	The Tilford Institute, Tilford Road, Tilford		Resident - PS is a nursery and on polling day has closed causing parents difficulties. Other venues should be considered.  County Cllr - Happy with PS in WWV	Nursery was only closed during the May 2021 elections due to Covid. Nursery can remain open in the main room, whilst the ps can be set up in the smaller room.	The Tilford Institute, Tilford Road, Tilford

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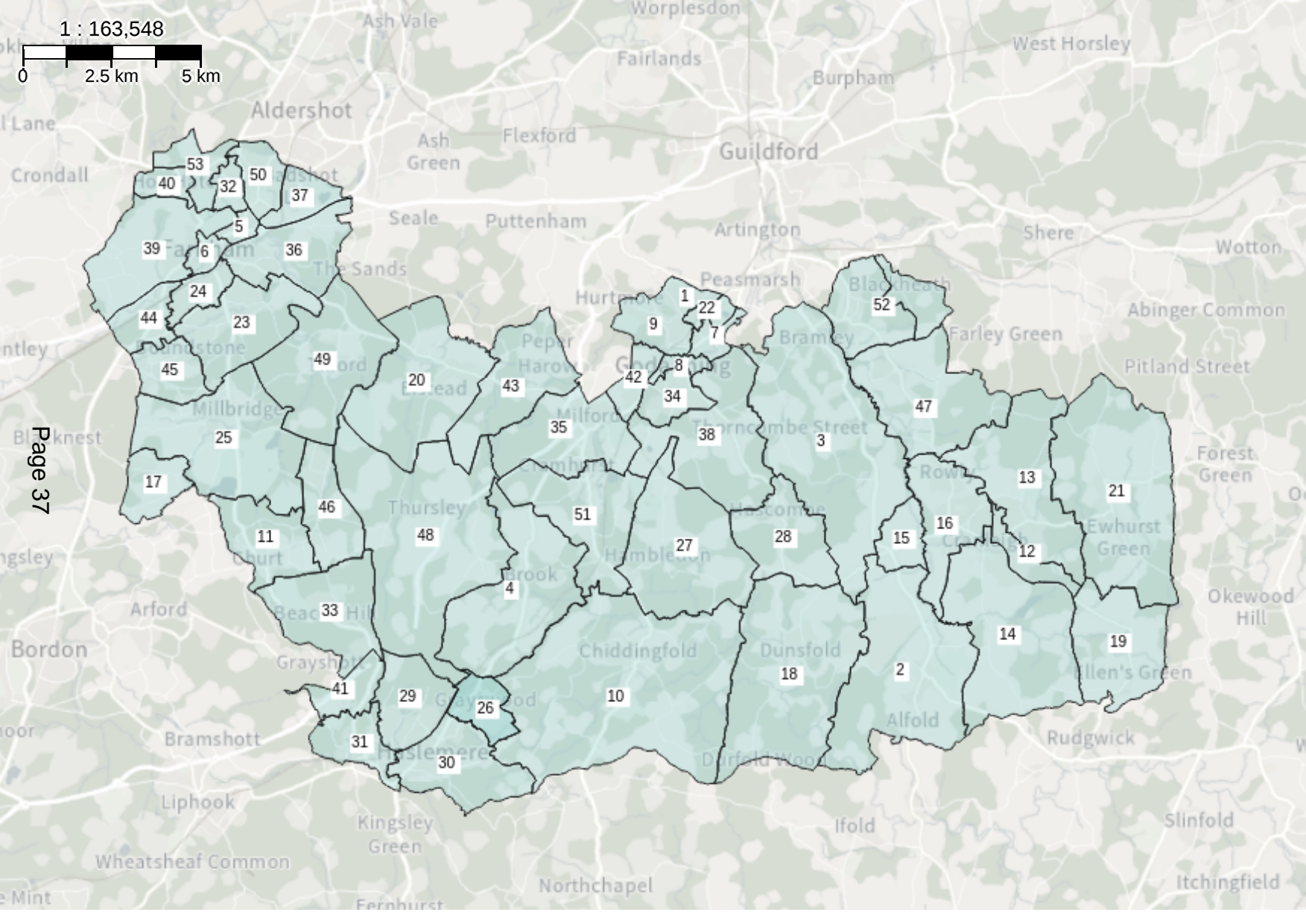
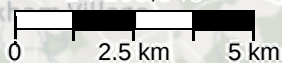
#### Annexe 4 – Polling district names and Polling stations

<b>Polling district name &amp; electorate</b>	<b>Polling station</b>
1 - Binscombe (3000)	Binscombe Church, Barnes Road, Godalming
2 - Alfold (918)	Alfold Village Hall, Dunsfold Road, Alfold
3 - Bramley (2650)	Bramley Village Hall, Hall Road, Bramley
4 - Brook (375)	Pirrie Hall, Haslemere Road, Brook
5 - Castle 2 (1902)	Army Reserve Centre, Guildford Road, Farnham
6 - Castle 1 (1851)	Memorial Hall, Babbs Mead, West Street
7 - Catteshall (2709)	Godalming Town Football Club, Wey Court, 1 Meadow
8 - Central (1375)	Wilfrid Noyce Centre, Crown Court, High Street
9 - Charterhouse (2881)	Armoury Building, Charterhouse School, Hurtmore Road
10 - Chiddingfold (2116)	Chiddingfold Village Hall, Coxcombe Lane, Chiddingfold
11 - Churt (981)	Churt Village Hall
12 - Cranleigh East 1 (2668)	Cranleigh Arts Centre
13 - Cranleigh East 2 (2770)	Park Mead Primary School, Park Drive
14 - Cranleigh West 1 (1820)	Cranleigh Leisure Centre
15 - Cranleigh West 1 (392)	Village Hall, Elmbridge Manor, Essex Drive
16 - Cranleigh West 3 (2214)	Methodist Church, 188 High Street, Cranleigh
17 - Dockenfield (374)	The Vestry, Church of the Good Shepherd, The Street
18 - Dunsfold (914)	The Winn Hall, The Common, Dunsfold
19 - Ellens Green (221)	Ellens Green Memorial Hall, Furzen Lane, Ellens Green
20 - Elstead (1994)	Elstead Youth Centre, Thursley Road, Elstead

<b>Polling district name &amp; electorate</b>	<b>Polling station</b>
21 - Ewhurst (1654)	The Community Room, The Glebe, Ewhurst
22 - Farncombe (1190)	Broadwater Youth Centre, Summers Road, Godalming
23 - Bourne (4205)	St. Thomas-on-The Bourne Church, Frensham Road, Farnham
24 - Firgrove (4270)	Brambleton Hall, Talbot Road
25 - Frensham (761)	Frensham Parish Council Meeting Room, The Community Building, Shortfield Common Road
26 - Grayswood (545)	Grayswood Village Hall, Grayswood Road, Grayswood
27 - Hambledon (608)	Hambledon Village Hall, Malthouse Lane, Hambledon
28 - Hascombe (248)	Hascombe Village Hall, Mare Lane, Hascombe
29 - Haslemere North (2008)	High Lane Community Centre, 19 Weycombe Road, Haslemere
30 - Haslemere South (3044)	Haslemere Hall, 2 Bridge Road
31 - Haslemere West (3577)	Haslewey Centre, Lion Green, Haslemere
32 - Heath End 1 (1920)	Bethel Baptist Church, Rushden Way, Heath End
33 - Hindhead & Beacon Hill (3400)	St Albans Church, Tilford Road, Beacon Hill
34 - Holloway (3890)	Sports Pavilion, Holloway Hill Recreation Ground, Busbridge Lane
35 - Milford (3180)	Milford Village Hall, Portsmouth Road, Milford
36 - Moor Park 1 (2236)	St Joan`s Centre, 19 Tilford Road, Farnham
37 - Moor Park 2 (1605)	St Georges Church Hall, Badshot Lea Road, Badshot Lea

<b>Polling district name &amp; electorate</b>	<b>Polling station</b>
38 - Munstead & Tuesley (789)	Clock Barn Hall, Clock Barn Farm, Hambledon Road
39 - North West 1 (1984)	The Chantry's Community Centre
40 - North West 2 (1119)	Folly Hill Infant School
41 - Nutcombe (430)	St Albans Church, Tilford Road, Beacon Hill
42 - Ockford (1889)	St Mark`s Community Centre, Franklyn Road, Godalming
43 - Peper Harow (226)	Elstead Youth Centre, Thursley Road, Elstead
44 - Wrecclesham (2400)	Leverton Hall, St Peter's Church, Beales Lane
45 - Rowledge (2022)	Rowledge Village Hall, The Long Road, Rowledge
46 - Rushmoor (563)	The Tilford Institute, Tilford Road, Tilford
47 - Shamley Green (1213)	Arbuthnot Hall, The Green
48 - Thursley (520)	Thursley Village Hall, Dye House Road, Thursley
49 - Tilford (600)	The Tilford Institute, Tilford Road, Tilford
50 - Weybourne (3350)	Weybourne Village Hall, Weybourne Road, Farnham
51 - Witley (2439)	The Chichester Hall, Petworth Road
52 - Wonersh (1415)	Lawnsmead Hall, Wonersh Common Road, wonersh
53 - Heath End 2 (2310)	Community Room, Gorselands, Alma Lane
54- Blackheath (234)	Blackheath Village Hall, Blackheath Lane, Wonersh

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**WAVERLEY BOROUGH COUNCIL**

**STANDARDS AND GENERAL PURPOSES COMMITTEE**

**30 NOVEMBER 2022**

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**Title:**

**Changes to the Scheme of Delegation -  
Tree Preservation Orders**

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**Head of Service:** Stephen Rix, Interim Executive Head of Legal and Democratic Services (Monitoring Officer)

**Key decision:** No

**Access:** Public

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**1. Purpose and summary**

- 1.1 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 is asked to consider the proposed amendments and make recommendations to Council to approve the revised Scheme of Delegation.

**2. Recommendation**

It is recommended that the Standards and General Purposes Committee:

1. Notes the changes made by the Monitoring Officer under his delegated authority as set out in the table at 4.2, and that those changes will be reported to Council for information; and
2. endorses the proposed revision to the Scheme of Delegation as set out in the table at 4.3 and recommends that Version 7.3 of the Scheme of Delegation be approved by Council, as set out in Annexe 1.

**3. Reason for the recommendation**

The changes proposed to the Scheme of Delegation have been brought before the committee at the request of officers with a view to streamlining the decision-making process. It is important that when concern is expressed that any element of the Council's Constitution and associated documentation are not having the desired effect in respect of how governance and decision-making happens at the Council, that this issue is debated by the Standards and General Purposes Committee, the advice of officers is received, and there is an opportunity for the Committee to put forward any recommendations they judge to be appropriate to Full Council for a decision.

**4. Background**

- 4.1 The Scheme of Delegation to Officers of Council and Executive responsibilities enable the Council to operate on a day-to-day basis, without recourse to Council and its committees for routine decision-making. Waverley adopted a new Scheme of Delegation to Officers on 4 April 2017, based on the principles that the scheme should:
- Be shorter
  - Be simpler
  - Be easier to understand
  - Facilitate quicker decision-making
  - More easily accommodate future national legislative and local policy changes without necessarily requiring additional specific delegations
  - Increase the quality, integrity, accountability, and transparency of the Council's democratic processes
  - Be endorsed by both Officers and Councillors
- 4.2 Since its adoption, there have only been relatively minor revisions to the Scheme, which demonstrates that it is meeting day to day operational requirements. These revisions are set out in the change log on page 5 of the document. The most recent revisions were made by the Monitoring Officer under his delegated authority (General Principle 6.1.1) to correct some functions which were wrongly assigned in the redraft to reflect the new Joint Management Team structure, implemented from 1 October 2022; and to reflect changes in legislation. These changes are set out in the table below for information:

K4	Moved from Executive Head of Regulatory Services	Wrongly assigned in redraft following JMT restructure
L4 and Q1	Updates to the functions which are now split between Executive Head of Environmental Services and the Executive Head of Regulatory Services	Wrongly assigned in redraft following JMT restructure
L5	Moved to Executive Head of Assets and Property	Wrongly assigned in redraft following JMT restructure
N15 (new)	Moved from Executive Head of Environmental Services	Wrongly assigned in redraft following JMT restructure
O4	Delete two instances of "Planning Policy"	Planning Policy now sits with Executive Head of Regeneration and Planning Policy
Q8	Added: xx. Business and Planning Act 2020 L. Pavement Licensing	Missing functions.
Q8 c)	Changed "Licensing and Regulatory Committee" to "Executive"	This is an Executive function.
Q13 (new)	Copied from M1 (Executive Head of Housing)	The whole section originally assigned to Executive Head of Housing in error. Confirmation needed on how many, if any, relate to the Housing Service.
Q13 (old)	Deleted	These grants are no longer available
Q14	Moved to Executive Head of Community Services	Wrongly assigned in redraft following JMT restructure



Q15 (new)	Replaced the word “unfit” with “unsatisfactory”	Fitness is a term no longer used in the sector.
Q16 (old)	Deleted	This loan no longer exists

4.3 The change proposed for consideration by the Standards and General Purposes Committee is set out in the table below:

Proposed revision	Reason
<p>Amend L.3 as follows:</p> <p>“To take action, make decisions (including determining applications for works to protected trees and prior notifications of the intention to carry out works to trees in conservation areas), serve notices and carry out works relating to trees pursuant to the Town and Country Planning Act 1990, the Hedgerow Regulations 1997 and Section 23 of the Local Government (Miscellaneous Provisions) Act 1976, and any Regulations made in relation to this legislation or any amendments, <b>except for</b> the confirmation or revocation of a tree preservation order where objections have been received <i>shall only be determined under delegated powers after the Joint Executive Head of Environmental Services (or any officer nominated by them) has received written confirmation from the relevant Ward members(s) that they do not wish the matter to be determined</i> <del>which is reserved for decision</del> by the relevant Planning Committee.”</p>	<p>It is considered that the automatic referral to committee for any TPO which has received an objection is unnecessary and slows down decision making. It is therefore proposed to introduce a call-in process for Ward members, where such a TPO will only be determined under delegated authority where the relevant Ward member has confirmed in writing that they do not wish the matter to be determined by the relevant Planning Committee.</p>

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

5.1 This report supports the Council’s aims for ‘open, democratic and participative governance’.

## 6. Implications of decision

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

**Drafted by: Rosie Plaistowe-Melham, Financial Services Manager**

There are no direct financial implications arising from this report. Clear governance structures support the corporate achievement of value for money.

### 6.2 **Risk management**

There are no direct risk management implications arising from this report.

### 6.3 **Legal**

**Drafted by: Name, Post**

In order to function effectively, the Council (as a 'creature of statute') must ensure that its statutory powers and functions are effectively delegated down through its Executive and Committee structure and to officers, with functions and responsibilities lying at the appropriate level of delegation. It is unlawful for officers to act without correctly delegated powers. Therefore, any failure to have in place an appropriate and accurate scheme of delegation means that any actions relating to undelegated or improperly delegated matters must be approved by the full Council. Such a situation is entirely impractical. Further, where action is taken and appropriate delegations are not in place, the Council could incur substantial legal costs.

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

There are no direct equality, diversity and inclusion implications arising from this report.

#### **6.5 Climate emergency declaration**

There are no direct climate emergency implications arising from this report.

### **7. Consultation and engagement**

7.1 N/A

#### **8. Other options considered**

8.1 N/A

### **9. Governance journey**

9.1 Council, 13 December 2022

### **Annexes:**

Annexe 1 – Part 3 Scheme of Delegation of functions to officers, V.3 tracked

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### **Background Papers**

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

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### **CONTACT OFFICER:**

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Position: Democratic Services and Business Support Team Manager (Deputy Monitoring Officer)

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Agreed and signed off by:

Legal Services: Name, Post, date

Head of Finance: Name, Post, date

Strategic Director: Name, Post, date

**Scheme of Delegation of Functions to Officers**

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**i. Scheme of Delegation to Officers – Change log**

Approved	Version	Details of changes
Council 24 April 2017	Version 1	Approved in new format
Council 6 June 2017	Version 2	New Appendix 1 (Paragraph 4) (sealing documents) and Head of Service delegations
Council 20 February 2018	Version 3	Moves delegations on Meetings, Members and the Constitution from CEx to Head of P&G; updates CEx from Executive Director
Monitoring Officer* 29 March 2018	Version 4	Transfer of Licensing and Road Closures from Head of P&G to Head of Environmental Services.
Council 19 March 2019	Version 5	Exercise of CEx functions by Strategic Directors, plus delegations to the S151 officer (fees, CIL-in-kind), Head of Customer & Corp Service (grant or renewal of leases >25 yrs for qualifying applications under LRA1967), Head of P&G (continuing leave of absence of a councillor) and Borough Solicitor (charging a fee for certain Subject Access Requests).
Monitoring Officer* 4 April 2019	Version 5.1	Approved Delegations re-allocated to appropriate Heads of Service following changes to Senior Management Team effective 1 March 2019.  Scheme of Delegation re-numbered.
Council 17 July 2019	Version 6	Amendment to M4 (g) to respond to recommendation from Local Government & Social Housing Ombudsman
Council 10 December 2019	Version 6.1	E.3 deleted following revision to Financial Regulation paragraph 7.2
Council 18 February 2020	Version 6.2	I.3.1 added to reflect authorisations under Surrey Joint Warranting arrangements
Executive 12 May 2020	Version 6.3	Sections I, K, L, and M amended to add Delegations under the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 Public Health (Control of Diseases) Act 1984
Council 9 June 2020	Version 6.4	Section M amended to reflect temporary changes to Planning Committees.

Monitoring Officer* 29 March 2022	Version 6.5	Approved Delegations re-allocated to appropriate Head of Service following changes to management structure (M5, M8 and M9 moved to Section H).  Scheme of Delegation re-numbered.
Monitoring Officer* 14 September 2022	Version 7	All sections amended to reflect new Joint Management Structure, Joint Executive Heads of Service, Statutory Officers and associated authorities.  Scheme of Delegation re-numbered.
Council 18 October 2022	Version 7.1	Section O amended.
Monitoring Officer* 18 November 2022	Version 7.2	Sections K, L and Q amended to correct functions wrongly assigned in redraft following the Joint Management restructure; and changes in legislation.
Council 13 December 2022	Version 7.3	Section L3 amended to remove the automatic referral of Tree Preservation Orders which have received objections to the relevant Planning Committee; and to introduce the ability for the relevant Ward member to call in such matters,

\*authorised by the Monitoring Officer (General Principle 6.1.1)

## **ii. Scheme of Delegation to Officers - General Principles**

### **1. Powers**

- 1.1 This Scheme of Delegation is made pursuant to the Local Government Act 1972 Section 101 (and by reference to Section 100G) and the Local Government Act 2000 Section 15 and The Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 (as amended) and all other enabling powers.
- 1.2 The powers in this Scheme of Delegation are only exercisable within the limitations in this Scheme and are subject to the provisions of the Council's Constitution, including the Financial Regulations and the Contract Procedure Rules.
- 1.3 Where the Council, a Committee, Sub-Committee, the Leader, the Executive, a Portfolio Holder or this Scheme of Delegation gives authority for any action, the officer designated shall be entitled to take all necessary steps to do so.
- 1.4 In the event that a Joint Strategic Director or a Joint Executive Head of Service's post ceases to exist or his or her responsibilities are transferred to another officer (as the case may be), temporarily or permanently, then the powers given by this Scheme of Delegation shall be exercisable by the officer in whose area of responsibility the power falls to be exercised.
- 1.5 It is in the nature of any scheme of delegation that those to whom responsibility has been delegated for a particular function, action or decision may require the delegating authority to resume responsibility for that function, action or decision.
- 1.6 Any Joint Executive Head of Service may seek permission to submit a planning application for development to be carried out by the Council (Regulation 3) and for development to be carried out by other parties on land vested in the Council (Regulation 4).

### **2. Exercise of Functions**

- 2.1 All decisions by officers made under this Scheme of Delegation, may only be exercised provided they are within budgetary provision and in accordance with proper authorities, in particular the Financial Regulations.
- 2.2 Any Joint Strategic Director may exercise the powers granted to the Joint Chief Executive (including in his capacity as Head of Paid Service, Returning Officer, Electoral Registration Officer) by this scheme. This can be at the Joint Chief Executive's request or at the Joint Strategic Director's discretion in cases where the Joint Chief Executive is absent or unavailable.
- 2.3 The Joint Chief Executive or any Joint Strategic Director reporting to the Joint Chief Executive may exercise ANY of the delegated powers contained within this scheme except in relation to those functions allocated to the Chief Finance Officer (within the meaning of Section 151 of the Local Government Act 1972 and Section 112-114A of the Local Government Finance Act 1988) and to the Monitoring Officer (within the meaning of Sections 5, 5A of the Local Government and Housing Act 1989).

### **3. Sub-Delegation Scheme**

- 3.1 Where the Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service or the Borough Solicitor are authorised to take decisions, action to implement such decisions will be taken:



- 3.1.1 in the name of (but not necessarily personally by) the Joint Chief Executive, Joint Strategic Director, Joint Executive Head of Service, or Borough Solicitor; or
    - 3.1.2 by any other officer authorised by the Joint Chief Executive, a Joint Strategic Director, any Executive Joint Head of Service, or the Borough Solicitor to take such action in their name or the sub-delegate's own name.
  - 3.2 The Joint Chief Executive, Joint Strategic Directors, each Joint Executive Head of Service, and the Borough Solicitor must prepare and maintain a Sub-Delegation Scheme setting out which officers have been authorised to make decisions under their delegated powers and subject to which terms and conditions. Sub-delegation Schemes must be lodged with the Democratic Services and Business Support Manager.
  - 3.3 Where delegations are to be exercised after consultation with the Leader, Portfolio Holder or nominated officers, the authorised officer will carry out the consultation and ensure that a record is made.
  - 3.4 Where delegations are to be exercised after consultation with a Portfolio Holder and that Portfolio Holder is unavailable, consultation shall take place with the Leader.
  - 3.5 Where delegations are to be exercised after consultation with other officers, if agreement between officers cannot be reached, the matter must be referred to the Joint Chief Executive or relevant Joint Strategic Director for consideration.
- 4. Joint Chief Executive's Urgent Action**
- 4.1 The Joint Chief Executive is authorised to determine matters of an urgent nature within the remit of the Executive, and which cannot wait for the next meeting of the Executive, which are not key decisions and which do not contravene established policies or budgets, after consultation with the Leader and relevant Portfolio Holder.
  - 4.2 Any matters determined by the Joint Chief Executive under 4.1 above will be reported to the next meeting of the Executive.
  - 4.3 As per paragraph 2.2, any Joint Strategic Director may act on the Joint Chief Executive's behalf in respect of authorising urgent actions either at the Joint Chief Executive's request or if the Chief Executive is absent or unavailable.
- 5. Schedule of Authorisations**
- 5.1 A Schedule of Authorisations is attached at Annexe 1.
- 6. Amendments**
- 6.1 Amendments to this Scheme will be approved by the Council with the following exceptions:
    - 6.1.1 in respect of the officers designated to exercise delegated authorities where changes in the management structure and post titles have resulted from organisational restructures – by the Monitoring Officer.
    - 6.1.2 updates to reflect new legislation where there is no extension to the limit of the existing delegation – by the Monitoring Officer.

## **7. Interpretation**

- 7.1 Any reference to a statute or statutory instrument should be taken to include any subsequent statute or statutory instrument that replaces, amends or extends it, or contains related provisions.
- 7.2 The terms “officer”, “staff” or “employee” include any person employed by the Council irrespective of the particular terms and conditions under which they are employed.
- 7.3 Where a delegation is shown as being both an Executive and Non-Executive Function, advice should be sought from the Monitoring Officer regarding the individual circumstances.

### **iii. Schedule of Authorisations – Annexe 1**

#### **A.1 Legal Proceedings**

A.1.1 In accordance with Article 13 of the Constitution the Borough Solicitor is authorised to institute, defend or participate in legal proceedings in respect of all functions of the Council.

#### **A.2 Representing the Council in Legal Proceedings**

A.2.1 The Borough Solicitor is authorised to appoint any appropriate officer to appear on behalf of the Council and to conduct legal proceedings or complete formal proof in court or tribunal. A record of those officers so appointed will be kept by the Borough Solicitor in accordance with the Sub-Delegation Scheme.

#### **A.3 Land, premises, samples, records, articles, equipment or information**

A.3.1 The Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service, and any other officer authorised by those officers, are authorised to

3.1.1 enter, visit, or inspect premises,

3.1.2 procure samples,

3.1.3 inspect, seize, detain or destroy any goods, articles or equipment,

3.1.4 inspect, seize and detain any records, including records held in electronic form,

3.1.5 demand or require information in accordance with and as provided for by any legislation covering any Council function.

A.3.2 The Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service, Borough Solicitor and any other officer authorised by those officers, may apply to the Justices of the Peace to obtain warrants to enter premises as provided for by any legislation covering any Council function.

A.3.3 A record of any other officers authorised as set out above will be kept by the Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service or Borough Solicitor (as appropriate) in accordance with the Sub-Delegation Scheme referred to in the General Principles.

#### **A.4 Sealing of Documents**

A.4.1 The Joint Chief Executive, Joint Strategic Directors, Borough Solicitor, Joint Executive Head of Legal and Democratic Services and any lawyer employed by the Council are authorised to witness the sealing of Council documents.

#### **A.5 Instruments of Appointment**

A.5.1 The Joint Chief Executive or any Joint Strategic Director is authorised to issue Instruments of Appointment to the Joint Executive Head of Environmental Services as an inspector under the Health & Safety at Work Act 1974 and associated Acts together with all related Regulations and Orders specifying the powers exercisable, having regard to that inspector's qualifications and duties.

A.5.2 The Joint Executive Head of Environmental Services is authorised to issue Instruments of Appointment to an inspector under the Health & Safety at Work etc. Act 1974 and associated Acts together with all related Regulations and Orders

specifying the powers exercisable having regard to that inspector's qualifications and duties

## **A.6 Serving of Notices**

A.6.1 The Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service, Borough Solicitor and any other authorised officer employed by the Council are authorised to serve any statutory notices as provided for by any legislation covering any Council function. A record of any other officers so authorised will be kept by the Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service or Borough Solicitor (as appropriate) in accordance with the Sub-Delegation Scheme referred to in the General Principles.

## **A.7 Cautions**

A.7.1 The Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service and any other officer authorised by those officers, are authorised to act as Cautioning Officer in order to issue cautions to persons making a clear and reliable admission of an offence, where it is considered that the use of a formal caution is appropriate. A record of any other officers so authorised will be kept by the Joint Chief Executive, Joint Strategic Director or Joint Executive Head of Service (as appropriate) in accordance with the Sub-Delegation Scheme referred to in the General Principles.

## **A.8 Appeals**

A.8.1 Unless otherwise reserved to the Council, the Executive, a Committee or Sub-Committee, as set out in their Terms of Reference, the Joint Chief Executive, Joint Strategic Directors, Joint Executive Head[s] of Service and any other officer authorised by those officers, are authorised to hear appeals as provided for by any legislation covering any Council function and in accordance with Council Policies. A record of any other officers so authorised will be kept by the Joint Chief Executive, Joint Strategic Directors or Joint Executive Head[s] of Service (as appropriate) in accordance with the Sub-Delegation Scheme referred to in the General Principles.

## **A.9 Consultant in Communicable Diseases Control**

A.9.1 The Consultant in Communicable Diseases Control is authorised by the Council to carry out the following actions:

9.1.1 To apply to Justices for orders and certificates with a view to preventing spread of disease.

9.1.2 To apply to Justices for orders and certificates for the removal of aged or infirm persons to hospital, after consultation with the patient's General Practitioner and the Joint Executive Head of Environmental Services.

9.1.3 To serve notices relating to infected food and control of notifiable diseases.

The Council operates an 'Executive and Leader' model. Therefore, the majority of the Council's functions (decision-making) lie with the Executive.

However, a range of the Council's functions are 'non-Executive' meaning that those matters are determined either by full Council or by another Committee of the Council in accordance with the Council's Constitution. Where a Function is referred

to below as 'Non-Executive', that function cannot be determined by the Executive and would, in the absence of delegation to an officer(s), be decided by full Council or the relevant Committee.

This Scheme of Delegation to Officers must therefore be read in conjunction with the Council's Constitution.

## STATUTORY OFFICERS

### B. HEAD OF PAID SERVICE

	Authority	Function
B.1	<p>To make all decisions in relation to Human Resources functions in accordance with the Council's Policies and within budgetary provision, except (a), (b), (c), and (d), below which are reserved to Full Council:</p> <p>(a) the appointment of the Joint Chief Executive or Joint Strategic Directors and statutory posts;</p> <p>(b) the adoption of the annual Pay Policy Statement;</p> <p>(c) the approval of and amendments to the Pension Policy Statement;</p> <p>(d) the settlement of any staff pay award.</p>	Non-executive

### C. THE RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER

	Authority	After Consultation with	Function
C.1	Within the approved budget, to approve scales of remuneration of persons employed on Borough and Parish Council elections.	Other local authorities in Surrey.	Non-executive
C.2	<p>To amend the designation of a Polling Place, where within six months of an election</p> <p>(a) a designated polling place unexpectedly becomes unavailable; and</p> <p>(b) it is impractical to report to Council.</p>	Ward councillors, local party agents and, if applicable, official candidates	Non-executive

### D. THE MONITORING OFFICER

	Authority	Function
D.1.	The general delegations and authorisations for the Monitoring Officer are as set out in the Constitution at Article 11, and the Members' Code of Conduct and the Monitoring Officer Protocol at Part 5 of the Constitution.	Non-executive
D.2	To consider and determine requests for dispensations under Section 33 of the Localism Act 2011.	Non-executive
D.3	To appoint members to the Hearing Panel from the membership of the Standards Committee.	Non-executive
D.4	To amend any names and job titles within the Constitution and other constitutional documents resulting from reorganisation or changes in structure/position.	Non-executive

## E. THE SECTION 151 OFFICER

	Authority	Function
E.1	The delegations and authorisations for the Section 151 Officer are as set out in the Constitution at Article 11, and the Financial Regulations	Executive
E.2	To include properties in the List of Assets of Community Value and make decisions in relation to claims for compensation.	Executive
E.3	To determine, after consultation with the Portfolio Holder for Finance, applications from developers to meet some or all of their obligations to pay Community Infrastructure Levy (CIL) charges through 'payment in kind' (as defined in Waverley's <i>Phasing and CIL-in-kind policies</i> )	Executive

## DELEGATIONS TO OFFICERS

### F. JOINT CHIEF EXECUTIVE

	Authority	Function
F.1	To hear and determine appeals relating to applications to include properties in the List of Assets of Community Value.	Executive

### G. JOINT STRATEGIC DIRECTOR – COMMUNITY WELLBEING

	Authority	Function
G.1	To make strategic management decisions relating to the Council's functions as they relate to Communications and Customer Services.	Executive
G.2	To make strategic management decision relation to the Council's functions as they relate to Community Services.	Executive
G.3	To make strategic management decisions relation to Environmental Services.	Executive
G.4	To make strategic management decisions relating to the Council's functions as they relate to Housing Services.	Executive

### H. JOINT STRATEGIC DIRECTOR – PLACE

	Authority	Function
H.1	To make strategic management decisions relating to the Council's functions as they relate to Assets and Property.	Executive
H.2	To make strategic management decision relation to the Council's functions as they relate to Planning Development.	Executive
H.3	To make strategic management decisions relation to Regeneration and Planning Policy.	Executive
H.4	To make strategic management decisions relating to the Council's functions as they relate to Regulatory Services.	Executive

## I. JOINT STRATEGIC DIRECTOR – TRANSFORMATION AND GOVERNANCE

	Authority	Function
I.1	To make strategic management decisions relating to the Council's functions as they relate to Commercial Services.	Executive
I.2	To make strategic management decision relation to the Council's functions as they relate to Finance (including the Section151 Officer).	Executive
I.3	To make strategic management decisions relation to Legal and Democratic Services (including the Monitoring Officer).	Executive
I.4	To make strategic management decisions relating to the Council's functions as they relate to Organisational Development.	Executive

## J. JOINT EXECUTIVE HEAD OF COMMUNICATIONS AND CUSTOMER SERVICES

	Authority	Function
J.1	To make all day-to-day management decisions relating to the Council's functions as they relate to Customer Services.	Executive

### Communications and PR

J.2	To make all day-to-day management decisions relating to the Council's functions as they relate to communications and public relations.	Executive
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## K. JOINT EXECUTIVE HEAD OF COMMUNITY SERVICES

### Community Safety

	Authority	Function
K.1	To carry out the Council's functions and any actions authorised by the Community Incident Action Group, relating to anti-social behaviour, in accordance with the Anti-Social Behaviour Crime and Policing Act or subsequent legislation	Executive

### Voluntary Organisations and Community Grants

	Authority	After Consultation with	Function
K.2	To agree Service Level Agreements with voluntary organisations	The relevant Portfolio Holder	Executive

### Disabled Facilities Grants and Adaptations

	Authority	Function
K.3	To undertake all actions relating to the Council's functions under the Housing Grants, Regeneration and Construction Act 1996 and any subsequent legislation, including but not limited to the following:  (a) Disabled facilities grants	Executive



K.4	To undertake all actions relating to the Council's functions under the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 for the securing of loans given for the improvement or repair of dwellings as a formal Land Charge.	Executive

## Public Health

	Authority	Function
K.5	<p>Authorised under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations, including the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 (the Business Closure Regulations) and the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (the Restriction Regulations) and any updating and/or amending legislation.</p> <p><i>This delegation is also extended to the Joint Executive Heads of Environmental Services, Regulatory Services, Housing Services, Planning Development.</i></p>	Executive

## L. JOINT EXECUTIVE HEAD OF ENVIRONMENTAL SERVICES

### Burial or Cremation

	Authority	Function
L.1	To arrange the burial or cremation of persons for whom no other suitable arrangements for the disposal of their remains have been made (under Section 46 of the Public Health (Control of Disease) Act 1984) and any necessary administration of the deceased's estate in liaison with the Treasury Solicitor.	Executive

### Green spaces

	Authority	Function
L.2	To make all day-to-day management decisions relating to the Council's Green Space functions.	Executive

### Tree Management

L.3	To take action, make decisions (including determining applications for works to protected trees and prior notifications of the intention to carry out works to trees in conservation areas), serve notices and carry out works relating to trees pursuant to the Town and Country Planning Act 1990, the Hedgerow Regulations 1997 and Section 23 of the Local Government (Miscellaneous Provisions) Act 1976, and any Regulations made in relation to this legislation or any amendments, <b>except for</b> the confirmation or revocation of a tree preservation order where objections have been received <i>shall only be determined under delegated powers after the Joint Executive Head of Environmental Services (or any officer nominated by them) has received written confirmation from</i>	Non-executive
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	<i>the relevant Ward members(s) that they do not wish the matter to be determined by the relevant Planning Committee.</i>	
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**Environmental Protection (Street Cleaning, Waste and Recycling)**

	<b>Authority</b>	<b>Function</b>
L.4	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's environmental protection functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's environmental protection functions:</p> <ul style="list-style-type: none"> <li>i. the Control of Pollution Act 1974 (as amended)</li> <li>ii. the Environmental Protection Act 1990</li> <li>iii. the Environment Act 1995</li> <li>iv. the Dog (Fouling of Land) Act 1996</li> <li>v. The Anti-Social Behaviour Crime and Policing Act 2014 and Anti-Social Behaviour Act 2003</li> <li>vi. Clean Neighbourhoods and Environment Act 2005</li> <li>vii. the Refuse Disposal (Amenity) Act 1978</li> <li>viii. Environment Act 1995</li> <li>ix. Pollution Prevention and Control (England &amp; Wales) Regulations 2000 (as amended)</li> <li>x. Pollution Prevention and Control Act 1999</li> <li>xi. Criminal Justice and Public Order Act 1994</li> <li>xii. Criminal Justice and Police Act 2001</li> </ul> <p>including but not limited to the following:</p> <ul style="list-style-type: none"> <li>A. Pollution control</li> <li>B. Waste collection</li> <li>C. Recycling</li> <li>D. Controlled waste</li> <li>E. Contaminated land</li> <li>F. Statutory nuisance</li> <li>G. Litter</li> <li>H. Dog fouling</li> <li>I. High Hedges complaint</li> <li>J. Graffiti removal</li> <li>K. Abandoned vehicles and other refuse</li> <li>L. Prevention of crime and disorder</li> <li>M. Drug and alcohol abuse/misuse of substances</li> </ul> <p><b>except for</b> the award of the Waste Collection and Recycling Contract which is reserved to the Executive.</p>	Executive

**Public Health**

	<b>Authority</b>	<b>Function</b>
L.5	Authorised under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations,	Executive

	<p>including the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 (the Business Closure Regulations) and the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (the Restriction Regulations) and any updating and/or amending legislation.</p> <p><i>This delegation is also extended to the Joint Executive Heads of Environmental Services, Regulatory Services, Housing Services, Planning Development.</i></p>	
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**M. JOINT EXECUTIVE HEAD OF HOUSING SERVICES**

**Housing and Homelessness**

	<b>Authority</b>	<b>Function</b>
M.1	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's housing and homelessness functions:</p> <ul style="list-style-type: none"> <li>i. Housing Act 1985</li> <li>ii. Local Government (Miscellaneous Provisions) Acts 1976 and 1982</li> <li>iii. Local Government and Housing Act 1985</li> <li>iv. Housing Act 1996</li> <li>v. Children Act 1989</li> <li>vi. Regulation 3 of the Town and Country Planning (General) Regulations 1992 – except for the determination of planning applications which is reserved to the relevant Area or Joint Planning Committee</li> <li>vii. Housing Act 2004</li> <li>viii. Anti-Social Behaviour, Crime and Policing Act 2014</li> <li>ix. Clean Neighbourhoods and Environment Act 2005</li> <li>x. Leasehold Reform, Housing and Urban Development Act 1993</li> <li>xi. Leasehold Reform Act 1967</li> <li>xii. Housing and Planning Act 2016</li> <li>xiii. Homelessness Act 2002</li> <li>xiv. Housing, Grants, Construction and Regeneration Act 1996</li> <li>xv. Prevention of Damage by Pests Act 1949</li> <li>xvi. Public Health Acts 1936 and 1961</li> <li>xvii. Caravan Sites and Control of Development Act 1960</li> <li>xviii. Environmental Protection Act 1990</li> <li>xix. Public Health (Control of Disease) Act 1984</li> <li>xx. Caravan Sites Act 1968 and Mobile Homes Act 2013</li> <li>xxi. Protection from Eviction Act 1977</li> <li>xxii. Criminal Law Act 1977</li> <li>xxiii. Building Act 1984</li> <li>xxiv. Energy Act 2013</li> </ul>	<p>Non-executive, or Executive as appropriate to the function being exercised</p>

	xxv. Energy Act 2011	
M.2	To make decisions to depart from the Council's Allocations Policy in special needs circumstances.	Executive
M.3	To review decisions under the Allocation of Housing and Homelessness (Review Procedures) Regulations 1999.	Executive

	Authority	After Consultation with	Function
M.4	To review decisions taken under the Personal Files (Housing) Regulations Act 1989 concerning access to, or correction or erasure of information held in housing records of which a tenant (or member of his family) is aggrieved.	The relevant Portfolio Holder	Executive

	Authority	Function
M.5	To make decisions under Access to Personal Files (Housing) Regulations 1989.	Executive
M.6	To make decisions under the Rent Deposit Guarantee Scheme.	Executive

## Public Health

	Authority	Function
M.7	<p>Authorised under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations, including the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 (the Business Closure Regulations) and the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (the Restriction Regulations) and any updating and/or amending legislation.</p> <p><i>This delegation is also extended to the Joint Executive Heads of Environmental Services, Regulatory Services, Housing Services, Planning Development.</i></p>	Executive

## N. JOINT EXECUTIVE HEAD OF ASSETS AND PROPERTY

### Assets and Property

	Authority	Function
N.1. 2	To evaluate opportunities to buy back all or part of a former Council property (to include determining right of first refusal and percentage of ownership).	Executive
N.2	To proceed to initial assessment of buy back or open market purchase if the opportunity meets the Council's criteria/policy.	Executive

N.3	To proceed to initial assessment for a land purchase if the opportunity meets the Council's criteria/policy	Executive
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	<b>Authority</b>	<b>After Consultation with</b>	<b>Function</b>
N.4	To proceed to initial assessment of buy back or open market purchase if the opportunity does not meet the Council's criteria/policy	Portfolio Holders on the Housing Delivery Board	Executive
N.5	To proceed to initial assessment for a land purchase if the opportunity does not meet the Council's criteria/policy	Portfolio Holders on the Housing Delivery Board	Executive
N.6	To proceed to negotiation stage of buy back or open market purchase if the purchase price falls within overall budget	Portfolio Holders on the Housing Delivery Board	Executive
N.7	To negotiate on price of buy back or open market purchase	Strategic Director and Estates and Valuation Manager	Executive
N.8	To proceed with buy back or open market purchase if within budget or purchase price and works are needed	Portfolio Holders on the Housing Delivery Board	Executive
N.9	To negotiate on land purchases	Strategic Director and Estates and Valuation Manager	Executive
N.10	To proceed with land purchase if within agreed financial limits	Portfolio Holders on the Housing Delivery Board	Executive

## Estate Management

	Authority	After Consultation with	Function
N.11	To agree, with any supplier agreed by the Council, changes to the cost of supplying gas and electricity services at different times within the contract period in accordance with the terms of the contract.	The relevant Portfolio Holder	Executive
N.12	To approve expenditure from the Repairs and Maintenance Fund on individual or related items up to £20,000.	The Leader or the appropriate Portfolio Holder	Non-executive, or Executive as appropriate to the function being exercised

	Authority	Function
N.13	To undertake all actions in relation to the administration of the Council's estate and property portfolio, and its <b>ownership</b> of land or property, <b>except for</b> acquisitions or disposals of land or property in excess of £250,000 which are reserved to the full Council and Executive (on the recommendation of the Investment Advisory Board).	Executive
N.14	To undertake all actions in relation to the administration of the Council's estate and property portfolio, and its <b>interests</b> in land or property <b>except for</b> the following matters which are reserved to the Executive: <ul style="list-style-type: none"> <li>(i) acquisitions or disposals of interests in land or property with a value in excess of £250,000; and</li> <li>(ii) the grant or renewal of all leases in excess of 25 years, other than qualifying applications made under the Leasehold Reform Act 1967 to extend the lease or acquire the freehold where the price reflects the independent valuation and all costs are met by the applicant.</li> </ul>	Executive

## Land Drainage

	Authority	Function
N.15	To take all actions to alleviate flooding under the Water Management Acts, Water Act 1989 and Land Drainage Act 1991 relating to the Council's land drainage functions, <b>except for</b> the following which are reserved to the Executive: <ul style="list-style-type: none"> <li>i. approval of the annual Drainage Works Programme;</li> <li>ii. authority to submit funding bids for projects requiring external funding for drainage works on third party land where this would require the Council to part-fund from the Drainage Reserve</li> </ul>	Executive

## O. JOINT EXECUTIVE HEAD OF PLANNING DEVELOPMENT

### Development Control

	<b>Authority</b>	<b>After Consultation with</b>	<b>Function</b>
O.1	To determine major planning applications where these are resubmitted applications previously refused only for SPA reasons which are now resolved and where: <ul style="list-style-type: none"> <li>(a) the application is not materially different from the original application;</li> <li>(b) the material considerations affecting the decision have not changed;</li> <li>(c) there is no request from a councillor to call in the application for determination by the Committee as set out in 3(b) below.</li> </ul>	The Chair of the relevant Planning Committee and Ward Councillors	Non-executive
O.2	To agree variations to Section 106 legal agreements under the Town and Country Planning Act 1990 which relate to planning applications determined by the Planning Committees, except where the variation proposed relates to the proposed tenure mix and amount of the affordable housing provision.	The Chair of the relevant Planning Committee and Ward Councillors (with the exception of deeds of variation that secure all original clauses, secured for applications under s73 or s73A)	Non-executive

	<b>Authority</b>	<b>Function</b>
O.3	To agree the terms of, and variations to, Section 106 Legal Agreements under the Town and Country Planning Act 1990 in connection with the grant of planning permission under delegated powers and Section 106 agreements following a refusal on appeal.	Non-executive
O.4	To make all decisions, take all actions and exercise all powers in respect of the Council's Development Management, Planning Policy and Planning Enforcement functions in accordance with any one or number of the following legislation (and any regulations and/or statutory instruments made thereunder) and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's	Non-executive, or Executive as appropriate to the function being exercised

	<p>Development Management, Planning Policy and Planning Enforcement functions:</p> <ul style="list-style-type: none"> <li>i. Caravan Sites and Control of Development Act 1960</li> <li>ii. Countryside and Rights of Way Act 2000</li> <li>iii. Enterprise and Regulatory Reform Act 2013</li> <li>iv. Environment Act 1995</li> <li>v. Environmental Protection Act 1990</li> <li>vi. Growth and Infrastructure Act 2013</li> <li>vii. Housing Act 1996</li> <li>viii. Housing Act 2004</li> <li>ix. Human Rights Act 1998</li> <li>x. Infrastructure Act 2015</li> <li>xi. Local Democracy, Economic Development and Construction Act 2009</li> <li>xii. Local Government Act 2003</li> <li>xiii. Localism Act 2011</li> <li>xiv. Planning (Hazardous Substances) Act 1990</li> <li>xv. Planning (Listed Buildings and Conservation Areas) Act 1990</li> <li>xvi. Planning Act 2008</li> <li>xvii. Planning and Compensation Act 1991</li> <li>xviii. Planning and Compulsory Purchase Act 2004</li> <li>xix. Pollution Prevention and Control Act 1999</li> <li>xx. Town and Country Planning Act 1990</li> <li>xxi. Building Act 1984</li> <li>xxii. Self-build and Custom Housebuilding Act 2015</li> <li>xxiii. Neighbourhood Planning Act 2017</li> <li>xxiv. Anti-Social Behaviour Act 2003</li> </ul>	
O.5	<p>(A) To determine planning applications, applications for advertisement consent, non-material and minor material amendments applications, details to comply with conditions, variation/removal of condition applications, prior notifications/prior approval notices and certificates of lawfulness.</p> <p>(B) To determine applications for listed building consent and to take action in relation to listed buildings and Conservation Areas.</p> <p>(C) To respond to consultations and notifications from other local authorities, public bodies, etc.</p> <p>(D) To determine the need for an Environmental Impact Assessment and/or a Strategic Environmental Assessment.</p> <p>(E) To take direct action/seek injunctions in relation to breaches of planning control, remove unauthorised signage/advertisements and remedying the condition of land.</p> <p>(F) To serve, amend, vary, withdraw, revoke any notices, permissions, certificates (as appropriate) (including but not</p>	Non-executive



	<p>limited to enforcement notices, breaches of condition notices, temporary stop notices, stop notices, amenity notices, planning contravention notices, community infrastructure stop notices, certificates of lawfulness).</p> <p>(G) The making and/or adoption of any plan for the purposes of neighbourhood planning.</p> <p>(H) In consultation with the relevant Planning Committee Chair and Vice-Chair, and relevant Ward Member(s), to determine planning applications with a connection to a Member or Officer, which satisfy all other requirements of a decision under delegation.</p> <p><b>except for:</b></p> <p>(a) planning applications that must be referred to the relevant Planning Committee in accordance with Part 3 of the Constitution and as set out below:</p> <p>(a.1) All housing schemes which propose a net increase of more than 25 dwellings, where the recommendation is for permission to be granted.</p> <p>(a.2) Applications defined as major, as defined by the Government (10 or more units of residential accommodation, more than 1,000 sqm commercial floorspace and site area of more than 1 hectare) and which, in the judgement of the Joint Executive Head of Planning Development and the relevant Planning Committee Chair, meet the following criteria</p> <ul style="list-style-type: none"> <li>i. have a significant planning impact beyond the Area in which they are situated, and/or</li> <li>ii. are of strategic importance, and/or</li> <li>iii. involve new planning issues for the Borough; or</li> <li>iv. are a revised application for parcel of land within a development with an extant planning permission previously determined by a Planning Committee that increases the total number of dwellings on the total site; and/or</li> <li>v. where a revision to an extant planning permission brings the total number of dwellings on a site to 25 or more; or</li> </ul> <p>(a.3) where within three weeks of the application appearing on the Waverley weekly list of planning applications, the Chair or Vice-Chair of the relevant Planning Committee and the ward member request that it be referred to the Planning Committee and put forward relevant grounds as set out in (a.2)(i) to (v) above, the Joint Chief Executive and Joint</p>	
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	<p>Executive Head of Planning Development will normally submit the application to the Planning Committee.</p> <p>(b) any planning application where, within three weeks of the publication of the weekly list of planning applications, any councillor from the relevant Planning Committee (for the Committee including all or part of the planning application site concerned) makes a request to the Joint Executive Head of Planning Development (or any officer(s) nominated by them), which may or may not be supported in writing by the relevant Town or Parish Council, putting forward matters that are relevant planning grounds, to refer an application to the next appropriate meeting of the relevant Planning Committee for determination.</p> <p><i>(For (b) above) Where the three-week call-in period has expired, but the Joint Executive Head of Planning Development is satisfied that there is sufficient justification on planning grounds and the application has not been determined, they may, after consultation with the Chair of the relevant Committee, arrange for that application to be referred to the Committee.</i></p> <p>(c) any planning application where an objection from a statutory consultee remains unresolved and the officer's recommendation is to approve the application.</p> <p>(d) any planning application where the Council is the applicant.</p> <p>(e) any planning application which is required to be referred to the Secretary of State.</p> <p>(f) planning applications which, by the time of the expiry of the 21 day consultation period, have received 5 or more letters of objection or 5 or more letters of support (but not a combination of both, and not from the same individual or the same household) shall only be determined under delegated powers after the Joint Executive Head of Planning Development (or any officer nominated by them) has received written confirmation from the relevant Ward members(s) that they do not wish the matter to be determined by the relevant Planning Committee.</p>	
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## Licensing

	Authority	Function
O.6	<p>Under the Licensing Act 2003:</p> <p>(a) to respond to the Licensing Authority in connection with consultations on applications on behalf of the local planning authority;</p> <p>(b) to apply for a review of a premises licence or a club premises certificate.</p>	Non-executive

## Public Health

	Authority	Function
O.7	<p>Authorised under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations, including the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 (the Business Closure Regulations) and the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (the Restriction Regulations) and any updating and/or amending legislation.</p> <p><i>This delegation is also extended to the Joint Executive Heads of Environmental Services, Regulatory Services, Housing Services, Planning Development.</i></p>	Executive

## P. JOINT EXECUTIVE HEAD OF REGENERATION AND PLANNING POLICY

	Authority	Function
P.1	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's Planning functions in accordance with any one or number of the following legislation (and any regulations and/or statutory instruments made thereunder) and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's Planning Policy functions:</p> <ul style="list-style-type: none"> <li>i. Caravan Sites and Control of Development Act 1960</li> <li>ii. Countryside and Rights of Way Act 2000</li> <li>iii. Enterprise and Regulatory Reform Act 2013</li> <li>iv. Environment Act 1995</li> <li>v. Environmental Protection Act 1990</li> <li>vi. Growth and Infrastructure Act 2013</li> <li>vii. Housing Act 1996</li> <li>viii. Housing Act 2004</li> <li>ix. Human Rights Act 1998</li> <li>x. Infrastructure Act 2015</li> <li>xi. Local Democracy, Economic Development and Construction Act 2009</li> <li>xii. Local Government Act 2003</li> <li>xiii. Localism Act 2011</li> <li>xiv. Planning (Hazardous Substances) Act 1990</li> <li>xv. Planning (Listed Buildings and Conservation Areas) Act 1990</li> <li>xvi. Planning Act 2008</li> <li>xvii. Planning and Compensation Act 1991</li> <li>xviii. Planning and Compulsory Purchase Act 2004</li> <li>xix. Pollution Prevention and Control Act 1999</li> <li>xx. Town and Country Planning Act 1990</li> <li>xxi. Building Act 1984</li> <li>xxii. Self-build and Custom Housebuilding Act 2015</li> </ul>	Non-executive or Executive as appropriate to the function being exercised

	xxiii. Neighbourhood Planning Act 2017 xxiv. Anti-Social Behaviour Act 2003	
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### Street Naming and Numbering

	Authority	After Consultation with	Function
P.2	To determine the names of highways under the Public Health Act 1925 (including subsequently amending and replacement legislation).	The appropriate Portfolio Holder and appropriate ward councillors	Executive

	Authority	Function
P.3	To exercise the street numbering function under the Public Health Act 1925 (including subsequent amending and replacement legislation).	Executive

## Q. JOINT EXECUTIVE HEAD OF REGULATORY SERVICES

### Environmental Protection

	Authority	Function
Q.1	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's environmental protection functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's environmental protection functions:</p> <ul style="list-style-type: none"> <li>i. Dangerous Dogs Act 1991</li> <li>ii. Noise &amp; Statutory Nuisance Act 1993</li> <li>iii. the Noise Act 1996</li> <li>iv. the Health Act 2006</li> <li>v. Zoo Licensing Act 1981</li> <li>vi. Water Industry Act 1991</li> <li>vii. Health Act 2006</li> <li>viii. Sunday Trading Act 1994</li> <li>ix. Clean Air Act 1993</li> </ul> <p>including but not limited to the following:</p> <ul style="list-style-type: none"> <li>A. Air pollution control and clean air</li> <li>B. smoke free premises</li> <li>C. Dangerous and Out of Control dogs</li> <li>D. Authorisations in relation to controlled processes</li> <li>O. Noise nuisance</li> </ul>	Executive

### Environmental Health

	Authority	Function
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Q.2	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's environmental health functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's environmental health functions:</p> <ul style="list-style-type: none"> <li>i. the Local Government Act 1972</li> <li>ii. the Local Government (Miscellaneous Provisions) Act 1976</li> <li>iii. the Public Health Act 1961</li> <li>iv. the Clean Neighbourhoods and Environment Act 2005</li> <li>v. the Prevention of Damage by Pests Act 1961</li> <li>vi. National Assistance Acts 1948 and 1951</li> <li>vii. Water Act 1989</li> <li>viii. Disability Discrimination Act 1995</li> </ul> <p>including but not limited to the following:</p> <ul style="list-style-type: none"> <li>(a) drains, private sewers, water closets or soil pipes</li> <li>(b) a satisfactory supply of wholesome water</li> <li>(c) the control rats and mice</li> <li>(d) filthy or verminous premises, articles or persons</li> <li>(e) the prevention and suppression of nuisances</li> <li>(f) emergency situations arising outside normal working hours.</li> </ul>	Executive
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### Food and Health & Safety

	Authority	Function
Q.3	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's food safety and health &amp; safety functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation and any associated regulations relating to the Council's food safety and health &amp; safety and pesticides functions:</p> <ul style="list-style-type: none"> <li>i. the European Communities Act 1972</li> <li>ii. the Food and Environment Protection Act 1985,</li> <li>iii. the Food Safety Act 1990,</li> <li>iv. the Health &amp; Safety at Work etc. Act 1974,</li> <li>v. Sunday Trading Act 1994,</li> <li>vi. Public health (Control of Diseases) Act 1984 (and regulations made thereunder (with the exception of those dealt with under the health protection regulations))</li> <li>vii. Game Act 1831</li> <li>viii. Sea Fisheries (Shellfish) Act 1967</li> <li>ix. Offices Shops and Railway Premises act 1963</li> <li>x. Food and Environment Protection Act 1985</li> </ul>	Non-executive or Executive as appropriate to the functions being exercised

### Emergency Planning

	Authority	Function
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Q.4	To make all decisions, take all actions and exercise all powers in respect of the Council's functions as a Category 1 Responder in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's emergency planning functions as a Category 1 Responder:  i. Civil Contingencies Act 2004.	Non-executive
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### Closure of Streets

	Authority	Function
Q.5	To make and issue temporary street closures orders in connection with special events in accordance with Section 21 of the Town Police Clauses Act 1847.	Executive

	Authority	After Consultation with	Function
Q.6	The determination of applications for street collections to provide funding to meet a major local, national, or international disaster.	The Chair of the Licensing and Regulatory Committee.	Non-executive
Q.7	On behalf of the Council, to submit objections, and pursue such objections at a public inquiry if needed, to:  (a) applications for operators licences (including variations) made under the Goods Vehicles (Licensing of Operators) Act 1995; and  (b) reviews undertaken of existing licences.	The appropriate ward councillors.	Non-executive

### Licensing

	Authority	Function
Q.8	To make all decisions, take all actions and exercise all powers in respect of the Council's licensing functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's licensing functions:  i. the Regulatory Reform Act 2001 ii. Licensing Act 2003 iii. Gambling Act 2005 iv. the Public Health Acts 1875, 1936 and 1961 (as amended) v. Public Health (Control of Disease) Act 1984 vi. Riding Establishments Acts 1964 and 1970	Non-executive

- vii. Dangerous Wild Animals Act 1976
- viii. the Local Government (Miscellaneous Provisions) Acts 1976 and 1982 (as amended),
- ix. Prevention of Damage by Pests Act 1949
- x. the Scrap Metal Dealers Act 2013
- xi. Sunday Trading Act 1994
- xii. Town Police Clauses Act 1847 and 1889
- xiii. Guard Dogs Act 1975
- xiv. Animal Health Act 1981
- xv. Animal Health and Welfare Act 1984
- xvi. Control of Dogs Order 1992
- xvii. Animal Welfare Act 2006
- xviii. The Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018
- xix. Zoo Licensing Act 1981
- xx. Business and Planning Act 2020

including but not limited to the following:

- A. Personal, premises, club premises licences and Temporary Event Notices
- B. Hackney carriage drivers and vehicles, and private hire drivers, vehicles and operators (except any applications that reveal convictions for offences that might affect the suitability of a person to hold a licence)
- C. House to house and street collections
- D. Club gaming/club machine permits and small society lotteries
- E. Sexual Entertainment Venues
- F. Street trading
- G. Scrap metal dealers
- H. Animal boarding establishments, riding establishments, dog breeders, pet shops and dangerous wild animals
- I. Game dealers
- J. Tattooing, acupuncture, ear piercing, cosmetic piercing and electrolysis
- K. Sunday trading
- L. Pavement Licensing

**except for**

- a) approval of and amendments to the Statement of Licensing Policy and the Gambling Policy which are reserved to Council;
- b) approval and amendments to policies relating to functions under the Acts set out above which is reserved to the Licensing and Regulatory Committee;
- c) approval of increases in the hackney carriage fare scale and amendments to the scale of charges for hackney carriage and private hire licence fees, which is reserved to the Executive;

	<p>d) the designation of and amendments to hackney carriage vehicle ranks which is reserved to the Licensing and Regulatory Committee;</p> <p>e) the power to make an Order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption which is reserved to the Licensing and Regulatory Committee;</p> <p>f) all applications and appeals reserved to the Licensing Sub Committee as set out in its Terms of Reference at Part 3, Section E of the Constitution.</p>	
Q.9	To authorise officers of other Surrey Licensing Authorities participating in a Joint Warranting Scheme to enforce all relevant Hackney Carriage and Private Hire licensing legislation. [Council 18 February 2020].	Non-executive
Q.10	On behalf of the Council as the Responsible Authority for Environmental Health and/or the Responsible Authority for Health and Safety, under the Licensing Act 2003, subsequent amendments and all relevant legislation and regulations: <p>a) to make a relevant representation</p> <p>b) to apply for a review of a premises licence</p> <p>c) to apply for a review of a club premises certificate</p>	Non-executive
Q.11	On behalf of the Council as the Responsible Authority for Licensing under the Licensing Act 2003, subsequent amendments and all relevant legislation and regulations: <p>a) to make a relevant representation</p> <p>b) to apply for a review of a premises licence</p> <p>c) to apply for a review of a club premises certificate</p>	Non-executive

### Private Sector Housing

	Authority	After Consultation with	Function
Q12	To determine the charges for default works undertaken pursuant to the Public Health and Housing Acts and the clearance of private drains and private sewers, all in respect of Environmental Protection legislation.	The relevant Portfolio Holder	Executive
Q13	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's housing and homelessness functions: <p>i. Housing Act 1985</p> <p>ii. Local Government (Miscellaneous Provisions) Acts 1976 and 1982</p> <p>iii. Local Government and Housing Act 1985</p>		Non-executive, or Executive as appropriate to the function being exercised



	<ul style="list-style-type: none"> <li>iv. Housing Act 1996</li> <li>v. Children Act 1989</li> <li>vi. Regulation 3 of the Town and Country Planning (General) Regulations 1992 – except for the determination of planning applications which is reserved to the relevant Area or Joint Planning Committee</li> <li>vii. Housing Act 2004</li> <li>viii. Anti-Social Behaviour, Crime and Policing Act 2014</li> <li>ix. Clean Neighbourhoods and Environment Act 2005</li> <li>x. Leasehold Reform, Housing and Urban Development Act 1993</li> <li>xi. Leasehold Reform Act 1967</li> <li>xii. Housing and Planning Act 2016</li> <li>xiii. Homelessness Act 2002</li> <li>xiv. Housing, Grants, Construction and Regeneration Act 1996</li> <li>xv. Prevention of Damage by Pests Act 1949</li> <li>xvi. Public Health Acts 1936 and 1961</li> <li>xvii. Caravan Sites and Control of Development Act 1960</li> <li>xviii. Environmental Protection Act 1990</li> <li>xix. Public Health (Control of Disease) Act 1984</li> <li>xx. Caravan Sites Act 1968 and Mobile Homes Act 2013</li> <li>xxi. Protection from Eviction Act 1977</li> <li>xxii. Criminal Law Act 1977</li> <li>xxiii. Building Act 1984</li> <li>xxiv. Energy Act 2013</li> <li>xxv. Energy Act 2011</li> </ul>	
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Q.14	To undertake all actions relating to the Council’s functions under the Housing Acts and any subsequent legislation regard to unsatisfactory housing and houses in multiple occupation.	Executive

**Public Health**

	<b>Authority</b>	<b>Function</b>
Q.17	Authorised under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations, including the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 (the Business Closure Regulations) and the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (the Restriction Regulations) and any updating and/or amending legislation.	Executive

	<i>This delegation is also extended to the Joint Executive Heads of Environmental Services, Regulatory Services, Housing Services, Planning Development.</i>	
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## R. JOINT EXECUTIVE HEAD OF COMMERCIAL SERVICES

### Building Control

	Authority	After Consultation with	Function
R.1	To adjust Building Control charges appropriately to ensure income will cover the cost of the chargeable service	The relevant Portfolio Holder	Executive

	Authority	Function
R.2	To exercise the Council's powers in relation to Building Control legislation, including, but without prejudice to the generality of the foregoing, the determination of applications for the approval of plans and specifications, applications for relaxations, the issue and service of all Notices, the making of requirements and the decision to carry out works in default.	Executive
R.3	To exercise the powers and duties of the Council, including the recovery of costs, relating to dangerous, dilapidated or defective buildings or structures, hoardings, scaffolding and the demolition of buildings	Executive
R.4	To make all decisions, take all actions and exercise all powers in respect of the Council's Development Management, Planning Policy and Planning Enforcement functions in accordance with any one or number of the following legislation (and any regulations and/or statutory instruments made thereunder) and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's Building Control function:  i. Building Act 1984	Non-executive or Executive as appropriate to the function being exercised

### Leisure

	Authority	Function
R.5	To make all day-to-day management decisions relating to the Council's Leisure functions.	Executive

### Car Parks

	Authority	Function
R.6	To make all day to day management decisions relating to the management and use of the Council's car parks, <b>except for</b> the following which are reserved to the Council:	Non-executive

	<ul style="list-style-type: none"> <li>i. The adoption of and amendments to the Council's Car Parking Strategy;</li> <li>ii. The setting of off-street car parking charges.</li> </ul>	
R.7	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's parking functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's parking functions:</p> <ul style="list-style-type: none"> <li>i. Highways Act 1980</li> <li>ii. Road Traffic Regulation Act 1984</li> <li>iii. Road Traffic Regulation Act 1991</li> <li>iv. Traffic Management Act 2004</li> </ul>	Executive

## S. JOINT EXECUTIVE HEAD OF FINANCE (S151 Officer)

### Financial Management

	Authority	After Consultation with	Function
S.1	To set the Council Tax Base.	The relevant Portfolio Holder	Executive
S.2	To monitor and manage the revenue reserves and provisions of the Council, including the release of such funds within agreed policy guidelines.	Joint Chief Executive and the relevant Portfolio Holder.	Executive

	Authority	Function
S.3	To approve spending from the Insurance Fund in individual projects or a group of related projects or a group of related items up to a maximum of £20,000.	Executive
S.4	<p>To determine rates of interest payable under:</p> <ul style="list-style-type: none"> <li>(a) Public Health Acts and Housing Acts (rechargeable works executed by the Council)</li> <li>(b) Local Government (Miscellaneous Provisions) Act 1976 (dangerous trees and restoration of supplies).</li> </ul>	Non-executive

### Council Tax and NNDR

	Authority	Function
S.5	To apportion rates under Section 44A of the Local Government Finance Act 1988, and any subsequent legislation, on premises partially unoccupied for short periods.	Executive
S.6	To determine applications for Discretionary Rate Relief and Discretionary Council Tax Reduction in accordance with the	Executive

	adopted policy criteria and with discretion to grant applications which can be funded from within the approved budget.	
S.7	To execute warrants of arrest for Council Tax and Non-Domestic Rate debts	Executive

**T. JOINT EXECUTIVE HEAD OF LEGAL AND DEMOCRATIC SERVICES (MONITORING OFFICER)**

**Members Meetings and the Constitution**

	<b>Authority</b>	<b>After Consultation with</b>	<b>Function</b>
T.1	To approve the annual timetable of meetings of the Council and Standing Committees.	The Leader	Non-executive
T.2	To appoint members to the Independent Remuneration Panel. All decisions to be reported to all Members by email.	Group Leaders.	Non-executive
T.3	In respect of ad hoc appointments during the year, to appoint or nominate members and representatives on outside bodies; to appoint trustees; and to identify the meetings of outside bodies which are an approved duty for paying allowances. All decisions to be reported to all Members by email.	Group leaders.	Non-executive
T.4	To make changes to the membership of any of the Council's Committees as necessary during the Council year, in accordance with the wishes of the respective Group Leaders. Any changes made to be reported to the next meeting of the Council.	Group Leaders	Non-executive
T.5	To grant a continuing leave of absence to a councillor in relation to the Local Government Act 1972 s 85, in consultation with the group leaders. All decisions to be reported to all Members.	Group Leaders	Non-executive

**BOROUGH SOLICITOR**

**Data Protection Act 1998**

	<b>Authority</b>	<b>Function</b>
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T.6	To authorise the charging of a fee in respect of any manifestly unfounded or excessive Subject Access Request under the Data Protection Act 2018/General Data Protection Regulation	Executive
T.7	To evaluate opportunities to buy back all or part of a former Council property (to include determining right of first refusal and percentage of ownership).	Executive

### **Regulation of Investigatory Powers Act 2000**

	<b>Authority</b>	<b>After Consultation with</b>	<b>Function</b>
T.8	To amend the Council's Regulation of Investigatory Powers Act 2000 Policy and Procedure, to reflect changes to the legislation or for better performance of the Policy.	The relevant Portfolio Holder and the Leader	Executive
T.9	To add to, or delete from, the list of authorised officers in the Council's Policy and Procedure pursuant to the Regulation of Investigatory Powers Act 2000.	The relevant Portfolio Holder and the Leader	Executive

### **U. JOINT EXECUTIVE HEAD OF ORGANISATIONAL DEVELOPMENT**

	<b>Authority</b>	<b>After Consultation with</b>	<b>Function</b>
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