

To: All Members and Substitute Members of  
the Overview and Scrutiny Committee -  
Services  
(Other Members for Information)

When calling please ask for:

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**Legal & Democratic Services**

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Date: 15 January 2024

**Membership of the Overview and Scrutiny Committee - Services**

Cllr Carole Cockburn (Chair)

Cllr Philip Townsend (Vice Chair)

Cllr Jane Austin

Cllr Dave Busby

Cllr Janet Crowe

Cllr George Hesse

Cllr Jacquie Keen

Cllr Gemma Long

Cllr David Munro

Cllr John Robini

Cllr Graham White

**Substitutes**

Cllr Kevin Deanus

Cllr James Staunton

**Members who are unable to attend this meeting must submit apologies by the end of Tuesday, 16 January 2024 to enable a substitute to be arranged.**

Dear Councillor

A meeting of the OVERVIEW AND SCRUTINY COMMITTEE - SERVICES will be held as follows:

Date: Tuesday, 23 January 2024

Time: 7.00pm

Place: Committee Room 1, 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,

**Susan Sale,**  
**Executive Head of Legal & Democratic Services & Monitoring Officer**

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## **Waverley Corporate Strategy 2020 - 2025**

### **Vision**

*Our vision is that Waverley will be environmentally, economically and financially sustainable with healthy, inclusive communities and housing available for all who need it.*

Our strategic priorities:

- ✓ Local, open, participative government
- ✓ Supporting a strong, resilient local economy
- ✓ Taking action on Climate Emergency and protecting the environment
- ✓ Good quality housing for all income levels and age groups
- ✓ Effective strategic planning and development management to meet the needs of our communities
- ✓ Improving the health and wellbeing of our residents and communities
- ✓ Financial sustainability

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### **Good scrutiny:**

- is an independent, Member-led function working towards the delivery of the Council's priorities and plays an integral part in shaping and improving the delivery of services in the Borough;
- provides a critical friend challenge to the Executive to help support, prompt reflection and influence how public services are delivered;

- is led by 'independent minded governors' who take ownership of the scrutiny process; and,
- amplifies the voices and concerns of the public and acts as a key mechanism connecting the public to the democratic process.

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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 and substitutions

To receive apologies for absence and note substitutions.

Members who are unable to attend this meeting must submit apologies by the end of **Tuesday 16<sup>th</sup> January 2024** to enable a substitute to be arranged, if applicable.

2 Minutes (Pages 7 - 12)

To approve the Minutes of the meeting of the Overview & Scrutiny Committee - Services held on 21<sup>st</sup> November 2023 and published on the Council's website.

3 Declarations of interest

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

4 Questions from members of the public

The Chairman to respond to any questions submitted by members of the public in accordance with Procedure Rule 10.

The deadline for submission of written questions for this meeting is 5pm on Tuesday 16 January 2024.

5 Questions from members

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

The deadline for submission of written questions for this meeting is 5pm on Tuesday 16 January 2024.

6 Committee Forward Work Programme (Pages 13 - 30)

The Services Overview & Scrutiny Committee is responsible for managing the Committee's work programme.

The current work programme (attached) includes items agreed and takes account of items identified on the latest Executive Forward Programme (Annexe 2) as due to come forward for decision.

**Recommendation**

Members are invited to consider their work programme and make any comments and/or amendments they consider necessary, including suggestions for any additional topics that the Committee may wish to add to its work programme.

7 Funding Assessment Panel

Committee to agree the Chair's nomination of Councillor David Munro to sit on a one-off funding assessment panel as part of the Thriving Communities Commissioning Fund. These funding arrangements were agreed by the Executive in October 2021, and pertain to a scheme through which funding is allocated to not-for-profit organisations for delivery of specific services and activities in partnership from 1 April 2022 to 31 March 2025.

8 Safer Waverley Partnership

To receive a verbal update on the Safer Waverley Partnership.

9 Economic Development Strategy

The Committee are to receive a presentation by the Regeneration and Planning Policy team to update members on the progress of the Economic Development Strategy.

10 Statement Of Community Involvement (Pages 31 - 70)

This report outlines the requirement for an update to the 2019 Statement of Community Involvement (SCI). The SCI sets out how the Council will involve communities and other stakeholders in plan-making and development management.

**Recommendation**

That the Committee provides feedback on the draft SCI to enable a final draft to be prepared for public consultation.

11 Revised National Planning Policy Framework And its implications for WBC

The Committee are to conduct a question-and-answer session with relevant officers on the topic of upcoming changes to the National Planning Policy Framework (NPPF) and its expected implications on planning and development in the borough.

12 Exclusion Of press and public

To consider, if necessary, 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 items on the grounds that it is likely in view of the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information (as defined by Section 100I of the Act) to be identified at the meeting.

13 Any issues to be considered in exempt session

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

**Officer contacts:**

**Jake Chambers, Senior Democratic Services Officer (Scrutiny)**

Tel. 01483 523044 or email: jake [chambers@waverley.gov.uk](mailto:jake_chambers@waverley.gov.uk)

**Jenny Sturgess, Policy & Performance Officer**

Tel. 01483 523465 or email: [jenny.sturgess@waverley.gov.uk](mailto:jenny.sturgess@waverley.gov.uk)

**Kimberly Soane, Kimberly.soane@waverley.gov.uk**

Tel. 01483523258 or email: Kimberly.soane@waverley.gov.uk

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## WAVERLEY BOROUGH COUNCIL

### MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE - SERVICES - 21 NOVEMBER 2023

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

#### **Present**

Cllr Carole Cockburn (Chair)	Cllr George Hesse
Cllr Philip Townsend (Vice Chair)	Cllr Jacquie Keen
Cllr Jane Austin	Cllr Gemma Long
Cllr Dave Busby	Cllr David Munro
Cllr Janet Crowe	Cllr John Robini

#### **Apologies**

Cllr Graham White

#### 24 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 1)

Apologies for absence were submitted by Cllr Graham White.

#### 25 MINUTES (Agenda item 2)

The minutes of the meeting held on 26 September 2023 and published on the Council's website were agreed as a correct record.

#### 26 DECLARATIONS OF INTEREST (Agenda item 3)

There were no declarations of interest submitted for this meeting.

#### 27 QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions by members of the public submitted for this meeting.

#### 28 QUESTIONS FROM MEMBERS (Agenda item 5)

There were no questions by members submitted for this meeting.

#### 29 COMMITTEE FORWARD WORK PROGRAMME (Agenda item 6)

29.1 Members considered the forward work programme and discussed topics that may be considered for future meetings.

29.2 The Committee were advised that agenda Item 6, 'Economic Development Strategy Review' had been withdrawn from the agenda as it was not ready for review. It was scheduled to appear before the Executive on 9 January and Council on 20 February. The Chair was concerned that there would therefore be no opportunity for scrutiny before the decision is taken. It was suggested the strategy may be deferred to later Executive and Council

meetings - it was therefore requested that this item remains on the work programme should this happen.

- 29.3 Cllr Munro suggested that the committee should scrutinise the work of the Surrey Environment Partnership and consider how to reduce waste production before commencing work around recycling as per Government's Waste Hierarchy.
- 29.4 The Vice-chair asked that officers advise which upcoming decisions the committee may wish to consider.
- 29.5 It was agreed that a list of previous task and finish groups be circulated to inform members what had been considered in the past.
- 29.6 It was requested that, when the Safer Waverley Partnership comes to committee, the Police are also invited to attend.

30 CORPORATE PERFORMANCE REPORT Q2 2023-24 (Agenda item 7)

- 30.1 The Policy & Performance Officer introduced the Corporate Performance Report and advised there were no specific areas to highlight. The committee went through the service areas under their remit and commented on any areas of interest.

Regeneration and Planning Policy

No comments were raised.

Commercial Services

- 30.2 Members were advised that the number of visitors to leisure centres had been temporarily removed from this section as the new contractor (Everyone Active) uses a data collection methodology that is significantly different from that of the previous contractor, meaning that the data cannot be meaningfully compared.
- 30.3 Cllr Munro asked if the standard parking charge of £1.10/hour in Waverley car parks could be reviewed. The Policy and Performance Officer agreed to pass this to the Executive Head of Commercial Services.
- 30.4 Cllr Long queried the recent impact on car parking revenue considering their usage as bottled water distribution stations during the recent water supply outage. Members also asked if parking had returned to pre-pandemic rates and for the reasons if this was not the case. Members then discussed how to manage raising car parking income while simultaneously encouraging greater public transport adoption as part of our Carbon Neutrality Action Plan.
- 30.5 Non-voting member Cllr Hyman registered to speak on this item. He asked if there would be electric car charging stations at Brightwells Yard, Farnham, and requested an update on the status of the planned foot and cycle bridge there.



### Community Services

- 30.6 Members queried the causes of the rise in safeguarding cases. The Executive Head of Community Services advised that there had been an increase correlated to the worsening cost-of-living crisis and that the threshold for intervention employed by Surrey County Council is very high, meaning that Waverley Borough Council now receive more referrals. A growth bid for a Safeguarding Coordinator post was approved at Executive on 28 November 2023, and it was noted that the addition of Community Triggers to case reviews will improve outcomes. It was suggested that increases in ASB since the Covid-19 pandemic could be considered at a future meeting.
- 30.7 Cllr Robini advised he would advise the Police and Crime Commissioner of his views when attending the *Policing your communities event* at the Farnham Maltings on Monday 4 December 2023.

### Environmental Services

- 30.8 Members congratulated the Countryside Rangers service for their work over the summer, discussed the KPIs at E3a and E3b regarding missed bin collections, and stated that they felt that the target of 40 missed collections out of 100,000 is prohibitively difficult to meet. It was noted that missed bin collections are often associated a crew covering a route that is unfamiliar to them.
- 30.9 Cllr Keen noted an apparent decrease in street cleaning this year and asked that it be addressed.

### Planning Development

- 30.10 Cllr Hyman noted that it would be useful for members to better understand the Planning Advisory Service (PAS) Development Management (DM) Challenge Toolkit. The Executive Head of Planning Development advised a recent workshop with the Planning Team had captured issues to address and the improvements to be made.
- 30.11 Cllr Hyman suggested that a target of 80% for Performance Indicator P151 (National Indicator 157a) was insufficiently challenging, although the committee disagreed. The Executive Head of Planning Development assured the committee that morale was high in the Planning Department despite a recent period of high turnover.

### Regulatory Services

- 30.12 Cllr Hyman asked when the review of the Air Quality Action Plan will come back before this Committee, as it is due to be considered here every six months. The Chair noted that this has been requested.

31 ASB PSPO UPDATE (Agenda item 8)

- 31.1 The Anti-social Behaviour Officer updated the committee on the Godalming and Farncombe PSPO, its purpose, outcomes, and next steps.
- 31.2 Clarifying that breaches of the order are an offence, it was stated that the current Godalming and Farnham PSPO prohibits drinking or use of other intoxicants in public places, as well as containing a specific ASB prohibition. Unauthorised bonfires and BBQs on land within the restricted areas are also prohibited.
- 31.3 It was noted that the PSPO has been used to task policing resources and been heavily employed by Parks and Countryside Services. Extensive research and consultation will now take place while expansion is considered alongside the new ASB policy and training programme.
- 31.4 Cllr Gale enquired about expanding the current PSPO's area to include Witley and Milford due to rising numbers of incidents across the parish. It was agreed this could be an effective deterrent and could be considered.
- 31.5 Members were advised that the review would look at other areas members wish to have considered, and that fixed penalty notices could possibly be raised from £100 to £500.
- 31.6 Cllr Robini asked about CCTV policy and that greater collection take place. It was stated that incidents must be reported for this to occur, and asked members remind residents of that calling Crimestoppers can be an effective measure.

**The Overview and Scrutiny Committee – Services resolved to support the review of the PSPO and potential expansions if they are supported by the evidence.**

32 ECONOMIC DEVELOPMENT STRATEGY REVIEW (Agenda item 9)

This item was deferred from the agenda as officers indicated that the strategy was not yet ready for review.

33 MEMBER ROLE IN MONITORING PLANNING CONDITIONS AND UPDATE ON DEPARTMENTAL RESOURCE (Agenda item 10)

Monitoring of Conditions

- 33.1 The Chair advised that Cllr Gale had raised the issue of members monitoring the implementation of planning conditions; Cllr Gale voiced concerns about the conditions or S106 agreements on planning applications that are challenged by developers, noting cases where conditions were discharged with errors and uploaded to the planning portal. She thus advised greater consultation with ward members and communication after paperwork is uploaded.

- 33.2 The current relevance of this now was noted, given recent staff turnover within the Planning team and the potential associated loss of expertise, as in cases of Transport Management Plans or Construction Transport Management Plans being revised by developers where ward members could have added valuable input. It was recognised that Parish and Town Councils should be informed when amendments are received by our planning team, as has been previously agreed with past Executive Heads of Planning Development.
- 33.3 The Executive Head of Planning Development advised that the online planning portal was now being updated in real time for members' comments, and stated that planning officers welcome input on specific items but did have to discharge conditions in a specific timeframe.
- 33.4 The Committee requested that members that speak on applications or specific conditions are notified of any developments regarding that condition. It was confirmed that ways of tagging these would be investigated.

#### Resources in Planning Department

- 33.5 The Committee discussed the current structure of the planning department following recent staffing changes. Cllr Hesse shared concern about resourcing in the conservation team. The Executive Head of Planning Development clarified that there was an examination underway to identify how work passes between teams and how resources can be best used. The Leader noted that these statements are anecdotal until a proper evidence base is commissioned. The Chair noted this.

#### Land Availability Assessment

- 33.6 It was noted that officers hope to carry out another call for sites and that it is key that the LAA aligns with the Neighbourhood Plans. Issues with a lack of Five Year Housing Land Supply in recent years were raised and the priority of addressing this was noted.

#### 34 EXCLUSION OF PRESS AND PUBLIC (Agenda item 11)

There were no items to discuss in exempt session so the Chair closed the meeting.

**The meeting commenced at 7.00 pm and concluded at 8.30 pm**

**Chairman**

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# Services Overview & Scrutiny Committee 2023/24 - work programme

## Part 1 of 4: Recommendations made

Ref	Meeting date	Agenda Item	Recommendation	Made to	Agreed?	Details
S21-06-23-9.1	21/06/2023	Local Plan Part 1 Update	<p>The Committee NOTED the proposed recommendations to the Executive on the approach to updating the Local Plan and developing a detailed work programme for the comprehensive update, and agreed that the Executive should additionally consider:</p> <ol style="list-style-type: none"> <li>1. A reinforcement of the importance of the Development Plan</li> <li>2. A robust defence of a lower figure using a local calculation of the Local Housing Need.</li> <li>3. The Housing figures and spatial strategy to be shared with Neighbourhood Plan groups at the earliest convenience.</li> <li>4. Robust policies about delivering Affordable Housing on approved schemes to mitigate developers bringing forward viability studies after approval has been given.</li> </ol>	Executive	Partially accepted	<p>The Executive thanked the Committee for their consideration of the report. With regard to the specific recommendations:</p> <ol style="list-style-type: none"> <li>1. Agreed.</li> <li>2. The Executive agreed that the housing number should be evidence-based and appropriate to local housing need, aimed at delivering the right type of housing for Waverley.</li> <li>3. Agreed.</li> <li>4. Agreed.</li> </ol>
S14-03-23-7.1	14/03/2023	Clean Air Strategy Action Plan	<p>The Committee asked that their comments were taken into consideration in the final draft of the Air Quality Action Plan (AQAP) and the Clean Air Strategy.</p> <ul style="list-style-type: none"> <li>• Include reference to Farnborough Airport pollution in the Strategy document.</li> </ul>	Executive	Agreed	Both issues are referred to in the Strategy document.

			<ul style="list-style-type: none"> <li>Investigate new technology for monitoring and recommend Surrey CC allow anti-idling signs at Farnham Station level crossing.</li> </ul>			
S24-01-23-8.1	24/01/2023	LPP1 Review	Having undertaken a review of LPP1 in accordance with regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Council resolves that LPP1 requires updating to a greater or lesser extent. However, the Local Plan as a whole continues to provide an up-to-date statutory development plan for Waverley, which must remain the starting point for decisions on planning applications while an update is brought forward.	Executive	Agreed	The report on the Executive agenda on 7 February reflected that the recommendations had been accepted.
S24-01-23-8.2	24/01/2023	LPP1 Review	A further report on the detailed scope of the update and the timetable for its preparation is prepared for consideration by the Executive when the implications of a new National Planning Policy Framework (NPPF) and the emerging Levelling Up and Regeneration Bill are better understood.	Executive	Agreed	Executive on 7 February 2023 resolved: A further report on the detailed scope of the update and the timetable for its preparation is prepared for consideration by Overview & Scrutiny to allow comments and recommendations to be made prior to the presentation to Executive and Full Council. This should include the implications of a new National Planning Policy Framework (NPPF) and the emerging Levelling Up and Regeneration Bill once fully understood.

S24-01-23-8.3	24/01/2023	LPP1 Review	Budgetary provision is made to enable technical work on an updated evidence base to commence during 2023/24.	Executive	Partially accepted	Executive on 7 February 2023 resolved: Budgetary provision is made to enable technical work on an updated evidence base to commence during 2023/24.
S24-01-23-8.4	24/01/2023	LPP1 Review	There is a clear alignment between the work to be carried out as set out in the report at 10.1.3 and the budget provision being proposed.	Executive	Agreed	The budget should be reviewed in the light of the agreed scope of the update and work programme, with clear alignment and monitoring arrangements.
S24-01-23-8.5	24/01/2023	LPP1 Review	A report on the detailed scope of the proposed update process is considered by Overview & Scrutiny to allow comments and recommendations to be made prior to the presentation to Executive and Full Council.	Executive	Agreed	Executive on 7 February 2023 resolved: The governance journey for the update process should be clarified, to include the role of Overview and Scrutiny.
S24-01-23-8.6	24/01/2023	LPP1 Review	The mention of a 'full' update of LPP1 be removed throughout the document until such time as the scope is available to view and comment so as not to pre-determine the scale of the update.	Executive	Agreed	
S24-01-23-8.7	24/01/2023	LPP1 Review	Clarity be given on the governance journey for the update process	Executive	Agreed	

## Part 2 of 4: Other resolutions

Ref	Meeting date	Agenda Item	Action	Actioned to	Status	Timescale	Details of current status
S24-11-21-8.1	21/11/2023	ASB PSPO Update	The Overview and Scrutiny Committee – Services resolved to support the review of the PSPO and potential expansions if they are supported by the evidence.	David Hollingsworth, Anti-Social Behaviour Officer	In progress.	TBC	The resolution has been actioned to the Anti-social Behaviour Officer. They will update the Scrutiny Officer as to the

							evidence base when there is resource to review the data.

### Part 3 of 4: Upcoming items

Ref	Title	Purpose for scrutiny	Leader Member/Officer	Date for O&S consideration	Date for Executive consideration or decision (if applicable)
1	Statement of Community Involvement	To provide comments and feedback on the Statement of Community Involvement before it goes to public consultation for 6 weeks, from February to March 2024.	Andrew Longley	23 January 2024	May 2024
2	Revised National Planning Policy Framework and its implications for WBC	To update the members of the Committee on upcoming changes and their potential impact on the borough. (This will be a question-and-answer session)	Andrew Longley	23 January 2024	N/A
3	Economic Development Strategy review	Scrutinise the Economic Development Strategy and provide feedback before it progresses to the Executive.	Abi Lewis / Catherine Knight	26 March 2024 (presentation: 23 Jan 2024)	April 2024
4	Safer Waverley Partnership 2023-26	Review and scrutinise the activities of crime and disorder partnerships and the activities of its partners. This fulfils the requirements of s.19 of the Police and Justice Act 2006.	Sam Hutchinson / Katie Webb / Eve Budd	26 March 2024 (verbal update: 23 Jan 2024)	N/A
5	Homelessness Prevention Strategy	Scrutinise the Homelessness Prevention Strategy	Michael Rivers	2024	TBC



6	Annual Air Quality Status Report and Air Quality Action Plan Review	To receive the Annual Air Quality Status Report for 2024 and provide feedback.	Jeanette Guy	TBC	N/A
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#### Part 4 of 4: Task and Finish groups

No Task and Finish groups are presently underway for this committee.

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## Waverley Borough Council Forward Plan of Key Decisions

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This Forward Plan sets out those **Key Decisions** which the Executive expects to take over forthcoming months. A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £100,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards. Other decisions to be made by the Executive may also be included.

Please direct any enquiries about the Forward Plan to the Democratic Services Manager, Ben Bix, by email [committees@waverley.gov.uk](mailto:committees@waverley.gov.uk).

### Executive Forward Plan for the period 8 January, 2024 onwards

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
New lease, Unit 8, The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	Grant a Tenancy at Will to permit occupation until a New lease based on the following Heads of Terms can be granted	Executive Head of Assets and Property	Fully exempt 3	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Surrender of Existing lease and grant new lease, Unit 9, The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	Surrender of Existing lease and grant new lease.	Executive Head of Assets and Property	Fully exempt 3	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property
New lease, Unit 17 The Enterprise Centre, Coxbridge Business Park, Alton Road, Farnham	To grant a new lease.	Executive Head of Assets and Property	Fully exempt 3	Yes	Not before 3rd Jan 2024	Caroline Wallis, Asset Investment Manager	Portfolio Holder for Finance, Assets and Property
Housing Latent Defect Remediation, Farnham	To update Executive on the need to undertake some latent defect remediation work to three homes at Cedar Close, Farnham. To seek formal approval enter into contract to deliver the works and associated delegations.	Executive	Open	Yes	9 Jan 2024	Louisa Blundell, Housing Development Manager	Co-Portfolio Holder for Housing (Operations and Services)

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Housing Delivery - Churt	The purpose of this report is to seek Executive approval to demolish the existing community room, former staff accommodation and garage ahead of approval of a full business case for the scheme at Parkhurst Fields to deliver a development with a net gain of sustainable homes to meet local housing need.	Executive	Open	Yes	9 Jan 2024	Louisa Blundell, Housing Development Manager	Co-Portfolio Holder for Housing (Delivery)
Social Housing Decarbonisation Fund Wave 2.2	Recommendation that executive Approves a direct award of the contract to EON to undertake the delivery of the work via Fusion21 Decarbonisation framework, Lot 1	Executive	Open	Yes	6 Feb 2024	Hugh Wagstaff, Head of Housing Operations	Co-Portfolio Holder for Housing (Operations and Services)
Economic Development Strategy review	To approve the revised Economic Development Strategy.	Executive Council	Open	Yes	6 Feb 2024 20 Feb 2024	Executive Head of Regeneration and Planning Policy	Portfolio Holder for Planning and Economic Development  Portfolio Holder for Planning and Economic Development

<b>Title</b>	<b>Summary</b>	<b>Decision taker</b>	<b>Exempt?<sup>1</sup></b>	<b>Key</b>	<b>Anticipated earliest (or next) date for decision</b>	<b>Contact officer</b>	<b>Portfolio holder</b>
Corporate Strategy 2024-2028	To recommend a revised Corporate Strategy to Council.	Executive Council	Open	Yes	6 Feb 2024 20 Feb 2024	Executive Head of Organisational Development	Leader of the Council & Portfolio Holder for Policy, Governance and Communications
Central Godalming Regeneration Project	To close the project and agree new project start up, with reallocation of funds.	Executive Council	Open	Yes	6 Feb 2024	Debbie Smith, Development Programme Manager	Portfolio Holder for Finance, Assets and Property
Equalities, Diversity & Inclusion Policy	To approve a corporate EDI Policy	Executive Council	Open	Yes	6 Feb 2024	Executive Head of Organisational Development	Portfolio Holder for Community Services, Leisure and EDI
Capital Strategy 2024/25 - Incorporating Treasury Management and Asset Management Investment Strategy	To review the Capital Strategy, the Treasury Management Strategy and the Asset Management Investment Strategy and make recommendations to Council as appropriate.	Executive Council	Open	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property  Portfolio Holder for Finance, Assets and Property
General Fund Budget 2024/25, Capital Programme 2024/25 and Medium Term Financial Plan 2024/25 - 2027/28	To consider the Budget and make recommendations to Council as appropriate.	Executive Council	Open	Yes	6 Feb 2024 20 Feb 2024	Rosie Plaistowe-Melham, Financial Services Manager  Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property  Portfolio Holder for Finance, Assets and Property

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
HRA Budget 2024/25, Capital Programme 24/25	To consider the budget and make recommendations to Council as appropriate.	Executive Council	Open	Yes	6 Feb 2024 20 Feb 2024	Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property  Portfolio Holder for Finance, Assets and Property
Leaseholder Insurance	To procure building insurance to cover the Council leasehold properties.	Executive	Open	Yes	6 Feb 2024	Louisa Cotton, Operational Support Officer (Commissioning)	Co-Portfolio Holder for Housing (Operations and Services)
Weydown Road Development Project	To consider the project	Executive	Part exempt 3	Yes	6 Feb 2024	Debbie Smith, Development Programme Manager	Portfolio Holder for Finance, Assets and Property
Fairground Development Project	Decision to progress to next stage of procurement for a development partner	Executive	Fully exempt 3	Yes	6 Feb 2024	Debbie Smith, Development Programme Manager	Portfolio Holder for Finance, Assets and Property
Council Tax Setting 2024/25	To set the Council Tax	Council	Open	Yes	20 Feb 2024	Candice Keet, Senior Accountant	Portfolio Holder for Finance, Assets and Property
Community Asset Transfer Policy	To approve policies to enable the transfer of assets to Town and Parish councils. (Revised title - October 2023)	Executive	Open	Yes	5 Mar 2024	Executive Head of Assets and Property	Portfolio Holder for Finance, Assets and Property

Title	Summary	Decision taker	Exempt? <sup>1</sup>	Key	Anticipated earliest (or next) date for decision	Contact officer	Portfolio holder
Housing Services: Electrical Services Contract	Contract to deliver electrical servicing, certificates, repairs, planned upgrades and electrical heating to council homes	Executive	Part exempt 3	Yes	9 Apr 2024	Andrew Smith, Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)
Housing Services: Domestic and Heating Contract	Decision to award contract following procurement to provide gas servicing, annual certificates, repairs and replacement programme	Executive	Part exempt 3	Yes	9 Apr 2024	Andrew Smith, Executive Head of Housing Services	Co-Portfolio Holder for Housing (Operations and Services)
HRA Planned Works	<ul style="list-style-type: none"> <li>HRA External decorations and roofline works</li> <li>HRA Roofing</li> <li>HRA windows and doors</li> <li>HRA planned works Select Framework for general building works</li> </ul>	Co-Portfolio Holder for Housing (Operations and Services)  Executive Co-Portfolio Holder for Housing Decisions	Part exempt	Yes	Not before 25th Jan 2024  Not before 25th Jan 2024	Annalisa Howson, Service Development Manager	Co-Portfolio Holder for Housing (Operations and Services)  Co-Portfolio Holder for Housing (Operations and Services)

The agenda for each Executive meeting will be published 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website ([www.waverley.gov.uk](http://www.waverley.gov.uk)). This programme gives at least 28 days' notice of Key Decisions before they are considered at a meeting of the Executive and consultation will be undertaken with relevant interested parties and stakeholders where necessary.



## Note 1: Exempt information:

Whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These may relate to key and non-key decisions. If they are not key decisions, 28 days' notice of the likely intention to consider the item in exempt needs to be given.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. The exemptions and corresponding paragraphs are listed below:

**Paragraph (1)** - Information relating to any individual.

**Paragraph (2)** - Information which is likely to reveal the identity of an individual.

**Paragraph (3)** - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**Paragraph (4)** - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

**Paragraph (5)** - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

**Paragraph (6)** - Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.

**Paragraph (7)** - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### QUALIFICATIONS:

(8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –

- (a) the Companies Act 1985;
- (b) the Friendly Societies Act 1974;
- (c) the Friendly Societies Act 1992;
- (d) the Industrial and Provident Societies Acts 1965 to 1978;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 1993.

(9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(10) Information which –

- (a) falls within any of paragraphs 1 to 7 above; and
- (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,

is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**Councillor Paul Follows**

Leader of the Council, Portfolio Holder for Policy, Governance and Communications; Liberal Democrats Group Leader

Primary areas of responsibility: Leader of the Council. Corporate Strategy, Council Policy, Communications and Engagement, Democratic and Committee Services, Elections, Information Security, GDPR, Governance, Legal, Overview and Scrutiny Support

Additional: Member of the Joint WBC/GBC Governance Committee.

Notes: Governance, Legal and Democratic roles shared with Cllr Victoria Kiehl

Executive Working Groups: Cost of Living EWG (Chair), Governance & Constitution Review EWG (Chair)

**Councillor George Murray**

Portfolio Holder for Customer Services and IT

Primary areas of responsibility: Complaints, Ombudsman, Customer Services, Case Management, Digital Services, FOI, ICT and Business Systems.

**Councillor Victoria Kiehl**

Portfolio Holder for Organisational Development and Governance

Primary Responsibilities: Business Transformation, HR, Learning and Development, Strategy and Policy Performance, Programme Assurance, Audit and Risk Management, Emergency Planning and Business Continuity, Governance, Legal, O&S Support

Additional: Member of the Joint WBC/GBC Governance Committee

Notes: Business Transformation shared with Cllr Peter Clark. Emergency Planning, Governance, Legal, O&S Support Shared with Cllr Paul Follows

Executive Working Groups: Governance & Constitution Review EWG (Vice-Chair)

**Councillor Tony Fairclough**

Deputy Leader and Portfolio Holder for Enforcement and Regulatory Services

Primary Responsibilities: Corporate Health and Safety, Environmental Health/Crime, Food Safety, Licensing, Private Sector Housing, Parking, Building Control, Events, Planning Enforcement

**Councillor Kika Mirylees**

Portfolio Holder for Community Services, Leisure and EDI

Primary Responsibilities: Children and Young People, Careline, Community Grants, Community Safety, Safer Waverley Partnership, Disabled Facilities Grants, Adaptations, Family Support, Health, Safeguarding, Supporting Vulnerable People, Migrants and Refugees, EDI, Museums and Culture, Leisure Centres.

Additional: Lead contact for Citizens Advice Waverley and the Police/PCC

Notes: Cranleigh LC Project sits with Cllr Liz Townsend until centre is operational.

Executive Working Groups: Cost of Living EWG (Vice-Chair)

**Councillor Nick Palmer**

Co-Portfolio Holder for Housing (Delivery)

Primary Responsibilities: Housing Delivery, Housing Compliance and Performance, Landlord Services

Additional: Delegated Powers for Housing Matters (see constitution)

Notes: Consultee on HRA matters

Executive Working Groups: Waverley Housing Delivery EWG (Chair), Community Infrastructure Levy (CIL) EWG (Chair)

**Councillor Paul Rivers**

Co-Portfolio Holder for Housing (Operations and Services)

Primary Responsibilities: Housing Maintenance and Repairs, Housing Compliance and Performance, Landlord Services

Additional: Delegated Powers for Housing Matters (see constitution)

Notes: Consultee on HRA matters

Executive Working Groups: Landlord Services EWG (Co-Chair), Waverley Housing Delivery EWG (Vice-Chair)

**Councillor Liz Townsend**

Portfolio Holder for Planning and Economic Development

Additional: Executive member responsibility for Brightwell's

Notes: None

Executive Working Groups: N/A

**Councillor Mark Merryweather**

Portfolio Holder for Finance, Assets and Property

Primary Responsibilities: Finance and accounting, (General Fund / Housing Revenue Account), Internal Audit, Procurement, Revenues and Benefits, Property and Land Assets, Facilities.

Additional: None

Notes: None.

Executive Working Groups: Assets and High Street Investment EWG (Chair)

Primary Responsibilities: Planning Applications, Planning Integration and Improvement, Economic Development, Planning Policy, Design, Conservation, Regeneration, Waverley Training Services

Additional: None

Notes: Cranleigh LC Project sits with Cllr Liz Townsend until centre is operational.

Executive Working Groups: Local Plan Review EWG (Chair), Dunsfold Governance EWG (Chair)

**Councillor Steve Williams**

Portfolio Holder for Environment and Sustainability

Primary Responsibilities: Carbon Neutrality Commitment, Environmental sustainability, renewable energy. Sustainable transport, waste management strategies for sustainability.

Additional: Surrey Pensions Committee (Member), Surrey Environmental Partnership (Member), Surrey Greener Futures Board (Member)

Notes: None

Executive Working Groups: Climate Change EWG (Chair), Sustainable Transport EWG (Chair), Waste Strategy EWG (Chair)

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# Waverley Borough Council

**Report to: Overview & Scrutiny Committee - Services**

**Date:** 23 January 2024

**Ward(s) affected:** All

**Report of Strategic Director:** Place

**Author:** Andrew Longley, Interim Planning Policy Manager

**Tel:** 01483 523427

**Email:** Andrew.Longley@waverley.gov.uk

**Executive Portfolio Holder:** Cllr Liz Townsend

**Email:** Liz.Townsend@waverley.gov.uk

**Report Status:** Open

## Revised Statement of Community Involvement

### 1. Executive Summary

- 1.1 This report outlines the requirement for an update to the 2019 Statement of Community Involvement (SCI). The SCI sets out how the Council will involve communities and other stakeholders in plan-making and development management.
- 1.2 Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) requires Local Planning Authorities to review their Statements of Community Involvement at least once every 5 years from their adoption date to ensure they remain relevant and effectively address the needs of the local community. The Waverley SCI therefore requires reviewing and updating as necessary.
- 1.3 There is no legal requirement to consult when reviewing and updating an SCI. Nevertheless, it is an important statutory document which sets out

the Council's policy for consulting and engaging with individuals, communities and other stakeholders, both in the preparation and revision of Local Development Documents and in development control decisions. It is proposed that, following input from the Overview & Scrutiny Services Committee, the draft SCI should be subject to a six-week period of consultation, before it (and the responses from consultees) is considered by the Executive and reported to Full Council for formal adoption. The proposed timeline is as follows:

- Update at Executive Briefing - 9 January 2024
- Input from O&S Services Committee – 23 January 2024
- Public consultation – February to March 2024 (6 weeks)
- Executive considers consultation response – May 2024
- Council adopts revised SCI – July 2024

1.4 The Council's approach to community involvement is likely to require further updating when the plan-making reforms set out in the Levelling Up and Regeneration Act 2023 come into force.

## **2. Recommendation to Overview and Scrutiny Committee**

2.1 That the Committee provides feedback on the draft SCI to enable a final draft to be prepared for public consultation.

## **3. Reason(s) for Recommendation:**

3.1 To meet the requirement to review the SCI at least once every 5 years from its adoption date.

3.2 National Planning Practice Guidance states that "*A local planning authority may review and update their Statement of Community Involvement at the same time as reviewing and updating a plan to reflect what action is taken to involve the community in any change to the plan.*" The updated SCI was identified as part of the work programme for preparing the new Local Plan as this will provide an up-to-date framework for engaging communities as part of the plan-making process.

## **4. Exemption from publication**

4.1 No

## **5. Purpose of Report**

- 5.1 To seek feedback on the draft SCI to enable a final draft to be prepared for public consultation.

## **6. Strategic Priorities**

- 6.1 An up-to-date SCI will support the delivery of the following strategic priorities:
- A local, open, participative government; and
  - Effective strategic planning and development management to meet the needs of our communities.

## **7. Background**

- 7.1 The Council must prepare an SCI setting out how it will engage communities and other stakeholders when carrying out its plan-making and development management functions. The SCI should also set out how the Council will provide advice or assistance to qualifying bodies to facilitate the preparation or modification of neighbourhood plans.
- 7.2 On 21 February 2023 the Council resolved that Local Plan Part 1 requires updating and made budget provision for work to commence in 2023/24. On 18 July 2023, the Full Council resolved that work should commence on a comprehensive update of the Local Plan, meeting the requirements of the existing development plan system but ensuring flexibility to migrate to the new system if implemented.
- 7.3 National Planning Practice Guidance (NPPG) highlights the importance of keeping the SCI up-to-date to ensure effective community involvement at all stages of the planning process. The aim of the SCI in relation to the new Local Plan will be to enable residents and stakeholders to help to shape the future of Waverley by sharing their views from the start of the plan making process and on an ongoing basis. The revised SCI also provides up-to-date guidance on how the Council will involve communities and stakeholders in the consideration of planning applications. Updating the SCI will not delay

initial communication and engagement relating to the new Local Plan, which will be undertaken in line with the current (2019) SCI.

- 7.4 The draft SCI provides a framework for community engagement within the planning process including:
- Who the Council will consult and when;
  - How communities can be involved in the preparation of the new Local Plan and the different stages of public consultation;
  - The methods the Council will use for consultation;
  - What the Council will do with the comments submitted to it; and
  - How the Council will involve communities in the consideration of planning applications.
- 7.5 The revised SCI takes a flexible approach to ensure that the degree of engagement is appropriate and proportionate to the matters being considered, and realistic having regard to the resources and time available. If the Council does not fulfil the elements of consultation as stated in the SCI, it may be open to legal challenges and claims of maladministration.
- 7.6 The 2019 SCI includes guidance on how the Council will engage with communities in the preparation of Local Plans and Supplementary Planning Documents. However, the changes introduced under the Levelling Up and Regeneration Act 2023 set out a new system for preparing local plans and will replace supplementary planning documents with supplementary plans, which will form part of the statutory Development Plan alongside the Local Plan and Neighbourhood Plans. The Act removes the requirement to prepare an SCI in relation to plan-making. The Government proposes to instead require authorities to outline their overall ambitions and approach to engagement and consultation through a Project Initiation Document. Regulations to implement these changes are unlikely to be in place until November 2024 at the earliest. The approach to community involvement may require further updating when these reforms are implemented.
- 7.7 The Council will use CommonPlace, an online consultation platform to facilitate much of the engagement set out in the SCI. The communications team is assisting with the preparation of a communications strategy for internal use, which will be produced in accordance with the requirements



of the SCI. This will provide a schedule of activities so that the project team knows when communications activity is due to take place, what it entails, and who will undertake the work.

7.8 It is intended that the revised SCI will be subject to public consultation prior to adoption. Whilst there is no statutory requirement to consult when reviewing or updating an SCI, doing so will enable the Council to seek the views of communities and stakeholders to ensure the SCI update provides an effective framework for engagement.

7.9 The SCI sets out the minimum level of consultation that will be carried out in relation to both the preparation and revision of Local Development Documents and to development control decisions. This does not mean that in certain cases additional consultation will not be carried out. It is important that the level of consultation is proportionate to the scale of development proposed due in part to cost and resource implications and the need for the Council to behave in a fair and reasonable manner.

## **8. Consultations**

8.1 As outlined in this report, subject to any amendments proposed by the Overview and Scrutiny: Services Committee, the revised Statement of Community Involvement will be subject to public consultation in February/ March 2024. The revised SCI and consultation responses will then be reported to the Executive to enable a final document to be recommended to the Council for adoption.

## **9. Key Risks**

9.1 Uncertainty over implementation of planning reforms and transitional arrangements. The Updated SCI does not include detailed guidance on how the Council will engage with communities as part of the new Local Plan and Supplementary Plan making process (including Design Codes). Officers will produce a further update once regulations and/or guidance are issued.

## **10. Financial Implications**

- 10.1 The direct costs of updating the SCI are limited to printing and distributing documents to local libraries. Consultation will be via email and consultees will be encouraged to provide responses online. A media release will be issued encouraging communities and stakeholders to engage in the process.
- 10.2 The consultation methods set out in the SCI involve varying degrees of cost. The indicative budget for the Local Plan update agreed by the Council on 21 February 2023 included £30,000 for stakeholder and community engagement throughout the preparation of the Plan. This will cover anticipated costs including a contribution to the cost of the CommonPlace platform. Other sources of funding will be sought to support additional/ innovative forms of engagement, including those targeted at hard to reach/ seldom heard groups including young people.
- 10.3 There is no significant change proposed to the way communities and stakeholders are consulted on planning applications and therefore there should be no additional budgetary pressure resulting from the draft SCI as existing budget is already allocated for this activity.

## **11. Legal Implications**

- 11.1 By reviewing and updating its SCI, the Council is complying with the requirements set out in section 18 of the Planning and Compulsory Purchase Act 2004 and Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 11.2 The Executive Head of Legal & Democratic Services has advised that:
- Consultation should be undertaken on the draft SCI as there will be a legitimate expectation by the public of such consultation.
  - No decisions should be made before the outcome of the consultation is known so that it is genuine consultation.
  - The governance route should allow feedback received from the public to be considered, and any appropriate changes made to the SCI, before taking it to Exec and full Council for adoption.

## **12. Human Resource Implications**

- 12.1 No HR implications arising from the revised Statement of Community Involvement.

## **13. Equality and Diversity Implications**

- 13.1 An Equality Impact Assessment (EqIA) has been undertaken to evidence how the Council is addressing the Public Sector Equality Duty under the Equality Act 2010. This identifies a neutral impact for protected characteristics groups. This is because the SCI sets out a wide range of consultation methods that may be used. It will be necessary to consider which of these are best to engage an intended audience for individual consultations.

## **14. Climate Change/Sustainability Implications**

- 14.1 There are no climate change/sustainability implications arising from the revised Statement of Community Involvement as it is purely a procedural document.

## **15. Suggested issues for Overview & Scrutiny**

- 15.1 Feedback is invited on the draft SCI proposals for engaging communities and other stakeholders in both plan-making and the consideration of planning applications.

## **16.0 Summary of Options**

- 16.1 To endorse the publication the revised Statement of Community Involvement for public consultation (recommended). This will ensure the Council has an up-to-date SCI which sets out how it will engage with its communities, including in the preparation of the new Local Plan.
- 16.2 To not agree the publication of the revised Statement of Community Involvement, but instead wait for guidance and regulations to provide greater detail on the changes to the plan-making system. This could result in a considerable delay in updating the SCI, leaving out of date information

in the public domain. In any event, the Council would still be required to review its SCI within 5 years from the date of its adoption.

## 17. Background Papers

18.1 None.

## Appendices

### Appendix 1 – Revised Statement of Community Involvement

Please ensure the following service areas have signed off your report. Please complete this box, and do not delete.

Service	Sign off date
Strategic Director - Place	3/1/24
Finance / S.151 Officer	
Legal / Governance	5/1/24
HR	
Equalities	
Lead Councillor	13/12/23
CMB	
Executive Briefing/Liaison	9/1/24
Committee Services	

**Planning in Waverley**  
**How you can be involved**  
**Statement of Community Involvement**

**January**  
**2024**  
**Update**

# Waverley Statement of Community Involvement

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## **1. What is the Statement of Community Involvement?**

- 1.1. Planning affects everyone. It shapes the environment that we live, work, shop and play in; planning decisions determine where new homes, offices, shops and leisure facilities will be built and what happens to our countryside, open spaces and historic environment.
- 1.2. By law, we have to produce a Statement of Community Involvement<sup>1</sup> (SCI) setting out how and when we will involve and consult with you on planning matters. We have to review the SCI every 5 years. This document updates the SCI adopted by the Council in July 2019.
- 1.3. For many people, planning is something that they only get involved with when a development directly affects them, and this can sometimes be too late to really influence the process. You can be involved in how the borough develops from the early stages of local plan policy formulation to the end stage of commenting on planning applications. This SCI sets out how.
- 1.4. The document answers the following key questions;
  - Why is community involvement important?
  - Who do we consult?
  - How can you be involved in the Local Plan?
  - What do we do with your comments?
  - How can you be involved in planning applications?
  - What other planning documents can you comment on?

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<sup>1</sup> Planning and Compulsory Purchase Act 2004

## 2. Why is community involvement important?

- 2.1. The Waverley Borough Council Corporate Strategy 2020-2025 sets out the Council's commitment to an open, inclusive approach to communications and decision-making. The Council wants to engage with the Waverley community, including hard to reach groups such as young people, in planning decisions. This will ensure that, as far as possible, development proposals meet the needs and wishes of local people, whether this is through the choice of sites or the type and design of development proposed, including measures to address wider impacts on infrastructure and services.
- 2.2. This SCI explains how you can get involved in the preparation of planning policy documents and provide views on planning applications.

## 3. Planning Policy Documents

- 3.1. As set out in the National Planning Policy Framework (para 16), plans should: be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.
- 3.2. The [Local Development Scheme](#) explains what planning policy documents the Borough Council prepares. These are currently Local Plans and Supplementary Planning Documents (SPDs). Each has different statutory arrangements that dictate what they can cover and how they are prepared.

**Local Plans** - These set out policies that will be used to manage development within the Borough. They are consulted on by the Borough Council and examined by a Planning Inspector through a public examination.

**Supplementary Planning Documents** - These provide additional guidance on policies in the adopted Local Plan. They cannot introduce new policy. Although they are consulted on by the Borough Council, they are not examined by a Planning Inspector.

- 3.3. In addition, the Council produces a range of other documents that may be subject to some degree of public consultation. This includes:
  - A programme of Conservation Area Appraisals
  - The preparation of and subsequent changes to the Councils Community Infrastructure Levy (CIL) Charging Schedule.
  - The preparation of and subsequent updating of Avoidance Strategies in relation to Special Protection Areas and Special Areas for Conservation.



- The inclusion of sites on Part 2 of the Council's Brownfield Register
- 3.4. The progress and success of these documents is monitored annually through the Authority's Monitoring Report.
  - 3.5. This Statement of Community Involvement explains the stages for producing SPDs. However, reforms introduced under the Levelling Up and Regeneration Act 2023 will replace SPDs with Supplementary Plans which will be examined and, alongside the Local Plan and Neighbourhood Plans, will form part of the statutory development Plan. Supplementary Plans (SPs) will address site-specific needs or opportunities which require a new planning framework or to act as a vehicle for setting out design codes.
  - 3.6. In light of the planning reforms, it is unlikely that the Council will produce further SPDs. However, as set out in the [Local Development Scheme](#), the Council intends to produce Design Codes as Supplementary Plans, with details to be confirmed when further national guidance and regulations are available. Engagement at the early stages of the Design Code process will still be undertaken in line with the SPD processes set out in section 9 of this SCI. We will provide an update to the SCI once more information is in place regarding Supplementary Plans.

### **The Local Plan**

- 3.7. The Local Plan is central to delivering Waverley's vision for the future. It sets out how the Borough will grow over the next 15 years (from adoption of the Plan). It includes planning policies for how much housing we need to provide as well as broad policies for land uses such as employment, town centres and transport. Planning decisions must be made in accordance with the development plan (including the Local Plan) unless material considerations strongly indicate otherwise.
- 3.8. Every local authority is required to produce a Local Plan for its area. The current Waverley Local Plan Parts 1 and 2 guide the future development and use of land, buildings and infrastructure up to 2032.
- 3.9. The Waverley Borough Local Plan Part 1: Strategic Policies and Sites was adopted in February 2018 and the Waverley Borough Local Plan Part 2: Site Allocations and Development Management Policies was adopted in March 2023. The Council has begun work on preparing a new Local Plan for the period 2023 to 2043. It will involve residents, businesses and other stakeholders in line with this SCI. Section 9 outlines the stages at which you can become involved.

3.10. The Levelling Up and Regeneration Act 2023 will change the way that the Local Plan is prepared (see LDS for further detail). This SCI will be updated when new guidance and regulations are in place to implement the plan making reforms. The consultation principles set out in this SCI will continue to guide the Council's approach to community involvement under the new plan making system.

### **Neighbourhood Plans**

3.11. In 2011, the Government introduced the option for a Parish or Town Council or a Neighbourhood Forum to prepare a Neighbourhood Plan.<sup>2</sup> A Neighbourhood Plan must undergo a local referendum prior to being 'made'. Once made it would form part of the Development Plan.

3.12. There is scope for a neighbourhood plan to make site allocations to meet all or part of the housing need for the neighbourhood area, as identified in the Local Plan. Neighbourhood Plans cannot promote less development than is set out in the Local Plan, but they can promote more.

3.13. Several parishes and towns have taken up this opportunity to develop their own neighbourhood plan and there are several currently being prepared. The following Neighbourhood Plans have been made:

- Bramley Neighbourhood Plan
- Chiddingfold Neighbourhood Plan
- Ewhurst and Ellens Green Neighbourhood Plan
- Farnham Neighbourhood Plan
- Godalming and Farncombe Neighbourhood Plan
- Haslemere Neighbourhood Plan
- Witley Neighbourhood Plan

*[Afold to be added if NP made by the time consultation is undertaken on the SCI]*

3.14. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council, who are not bound to follow the provisions of this SCI. As local communities are responsible for the development of these plans, it is up to them to decide how they involve people and undertake any consultation. However, the Borough Council does have some statutory functions regarding the development of Neighbourhood Plans, which are set out in the Neighbourhood Planning (General) Regulations 2012.<sup>3</sup> These include publicising the intention to produce a Neighbourhood Plan on its website<sup>4</sup>,

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<sup>2</sup> Localism Act 2011 paragraph 113

<sup>3</sup> These regulations can be viewed at <http://www.legislation.gov.uk/>

<sup>4</sup> Applications for the designation of a neighbourhood area are listed on the Council's website at ['Neighbourhood Planning'](#).

undertaking consultations when the NP is submitted, facilitating the examination and publishing the examiner's report.

- 3.15. The Council also has a duty to provide technical advice and support to communities producing a neighbourhood plan. The level of support will depend on budgetary and staffing constraints.

## 4. Who do we consult?

- 4.1. There are certain organisations that the Council has a statutory duty to consult. When developing Local Plans, regulations state the types of groups that must be included in consultation processes. They are grouped into 'specific' and 'general' consultation bodies (See appendix 1).
- 4.2. **Specific bodies** are those organisations the Council is required to consult on all planning policy documents. They include organisations such as the Environment Agency, Town and Parish Councils, health care providers and neighbouring local authorities. Utilities companies, Surrey County Council and other service providers such as the CCGs<sup>5</sup> are consulted on all planning policy documents and, where necessary, planning applications.
- 4.3. **General bodies** include voluntary groups, business interests and amenity groups who may be interested to find out how the proposed policy document may affect them. Unlike specific bodies there is no definitive list of general bodies with whom the Council must consult. The Council has a large database of organisations and community groups active in the Borough, which has been developed through previous consultation exercises. It includes amenity groups, conservation bodies, local residents' associations, disability groups, business interests, landowners and developers.
- 4.4. The Council will involve these organisations and groups in the preparation of relevant planning policy documents. We will endeavour to keep the database up-to-date and will actively encourage other organisations to register their interest.
- 4.5. In addition, the Council works closely with other local planning authorities, the County Council and other prescribed organisations with regard to strategic priorities and areas of common interest. These partnerships help us to meet our Duty to Co-operate, established by the Localism Act 2011 (which will remain in place until it is replaced by the new 'Alignment Policy' proposed in the Government's planning reforms).

### The Waverley Community

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<sup>5</sup> Clinical Commissioning Group

- 4.6. Waverley has a resident population of 126,600. There are also around 8,000 businesses<sup>6</sup>, and many local interest and residents groups. It is important to understand who the local community is in order to ensure that we engage and consult in the most effective way, and that the views received are representative of the community as a whole. Other interested parties may also include residents or businesses in neighbouring authorities.
- 4.7. **Hard to Reach Groups:** Waverley recognises that certain groups in society have specific needs or have less chance than others to get involved and are therefore under-represented in the planning process. In Waverley such 'hard to reach groups' may include young people, elderly people, rural communities, people on low incomes, people with disabilities, gypsy and traveller communities and ethnic minorities. The Council will continue to promote social inclusion by actively seeking to involve 'hard to reach groups' in the planning process.
- 4.8. **Individuals:** Waverley intends to keep individuals who have registered an interest on the Waverley Planning Service database involved at each stage of the process. We will raise awareness about the preparation of new planning policy documents through a range of activities including updates on the Council's website and social media pages. Individuals can register an interest in the preparation the Local Plan in writing, by e-mail and through the Council's website at [Have your say | Waverley Borough Council](#).
- 4.9. **Businesses:** It is important to recognise that it's not just residents that make up our community. The Borough's many businesses located in the town and village centres and industrial estates, all make a significant contribution to the local economy. Some 30% of the people that work in the Borough commute from other areas. We also have a high proportion of people who work from home and a high number of micro businesses that employ less than 10 people.
- 4.10. There is also a strong voluntary and community sector that provides a number of valued services across Waverley. These organisations are important in delivering services to local people and, as such, are a key consultee on planning issues.

## 5. Waverley's Approach to Consultation on the Local Plan

- 5.1. Waverley recognises the different individuals and groups that make up its community, their differing needs and expectations, and the various roles they perform. There is no 'one size fits all' and the methods of engagement may need

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<sup>6</sup> *Waverley's Economic Development Strategy 2018 - 2032*

to be tailored to maximise their opportunities to influence the way in which their local area should develop.

- 5.2. As a minimum for all public consultation on the Council's draft planning policy documents we will normally email or write (depending on stakeholder preference) to the relevant consultees on our database, issue a press release, post notices (if required) and other information on our website and consultation platform CommonPlace. For development plan documents we may have exhibitions or drop-in sessions or online webinars.
- 5.3. Whilst involvement in the preparation of planning policy documents is open to everyone, the Council will try to target consultation towards those most likely to be affected, for example by holding events in particular areas.
- 5.4. All documents will be available on our website, at the Council Offices and in most cases at all local libraries. We will also use social media sites, such as Facebook, Twitter and Nextdoor, if appropriate.
- 5.5. In order to maintain high standards of customer service and continually improve engagement with the community, we will use the following principles:

**Make it relevant**

- Focussing on issues that matter to particular groups
- Explaining the role of planning and the way in which people can have an influence

**Avoid consultation overload**

- Maintaining our planning service database to keep it as up to date as possible, and making it accessible to allow consultees to update their own records
- Ensuring regular information on what we are doing is provided through the website, social media, press articles and Council newsletters
- Joining up with other consultation events whenever possible and using the results of other consultations as evidence

**Make it readable and easily accessible**

- Providing clear and jargon free consultation materials
- Recognising the importance of the internet in improving accessibility to information but also its limitations for consulting with some groups or individuals

**Give you the information you need, when you need it**

- Informing all bodies and individuals on the Waverley Planning Service database, including all specific and general consultation bodies, that the draft and associated documents are available for consultation

- Providing documents for inspection at the Council Offices and public libraries
- Providing the ability to respond online via the Planning Policy consultation portal
- Publishing all documents on the Council's website
- Asking Town and Parish Councils if they can place notices on their community notice boards in the Borough giving information on consultations
- We may consider issuing a press release to publicise the consultation
- Using social media such as Twitter, Facebook and Nextdoor, to give publicity to forthcoming/ongoing consultations
- Using other events or publications, where available and appropriate, to publicise any consultation, including attending local community group meetings on request

### **Provide feedback**

- Publishing consultation statements following all consultations
- Publishing reports following any research
- Waverley's Authority's Monitoring Report (AMR) also provides feedback through policy analysis and assessment, allowing people to see whether specific policies are working in practice

### **Be clear about what we will do and what we will not do**

- We will not accept any anonymous or confidential responses
- We will make all responses publicly available whilst complying with data protection requirements in relation to personal/sensitive data
- It is unlikely that we will be able to take account of consultation responses received outside the prescribed consultation period.
- We will not accept any responses which are considered to be offensive or prejudiced
- We will not provide individual responses. A generic consultation statement will address any issues raised

## **6. What do we do with your comments?**

- 6.1. What you think matters; we will try to take account of this in the documents that we produce and the decisions that we make. We do have to make some very difficult decisions at times and have to follow planning law and Government guidance. There are certain things that we can't change or influence and we will let you know when this is the case
- 6.2. When submitting comments on a planning document, it is important that you make comments that are relevant to the question being asked, or to the section that you are commenting on, so that we can analyse your views in the most effective way.

- 6.3. The General Data Protection Regulations (2018) provide strict rules on how we deal and store your personal information that accompanies any comments you may make on any planning issues. The Council's [Privacy Notice for Planning Policy Consultations](#) sets out how we will use the information you provide us when engaging in a planning policy consultation.

## **7. How do you find out what difference your comments have made?**

- 7.1. If your comments relate to a planning policy document, such as the Local Plan, we will prepare a Consultation Statement setting out how and why the comments made during the consultation have either been taken on board and influenced the final document or have not been considered as appropriate for inclusion. This will deal with the broad themes of consultation responses rather than responding to individual representations. This document will be placed on the Council's website.

## **8. Preparing Local Plans and Supplementary Planning Documents (SPDs)**

- 8.1. All planning policy documents are required to be based on evidence. The evidence used in preparing a plan includes 'hard' statistical evidence such as census data, population projections, housing and accommodation needs, land supply and economic growth expectations. In addition 'soft' data can also be used to inform planning documents. This includes feedback from residents, businesses and other interested parties about needs and aspirations.
- 8.2. In addition, the Council needs to ensure that policies are compatible with national policy as set out in the National Planning Policy Framework. The Council must balance the need to ensure that its policies not only take account of local opinion, as far as possible, but that they are justified by the empirical economic, social and environmental evidence whilst being consistent with national policy and guidance.
- 8.3. Producing Local Plan documents currently involves four key stages. The diagram at Section 9 overleaf illustrates the key stages in the plan making processes which are:
1. Preparation
  2. Production/ Publication of final draft document
  3. Submission and examination
  4. Adoption

- 8.4. Each of these stages is discussed in the next section detailing what the Council will do to engage people.

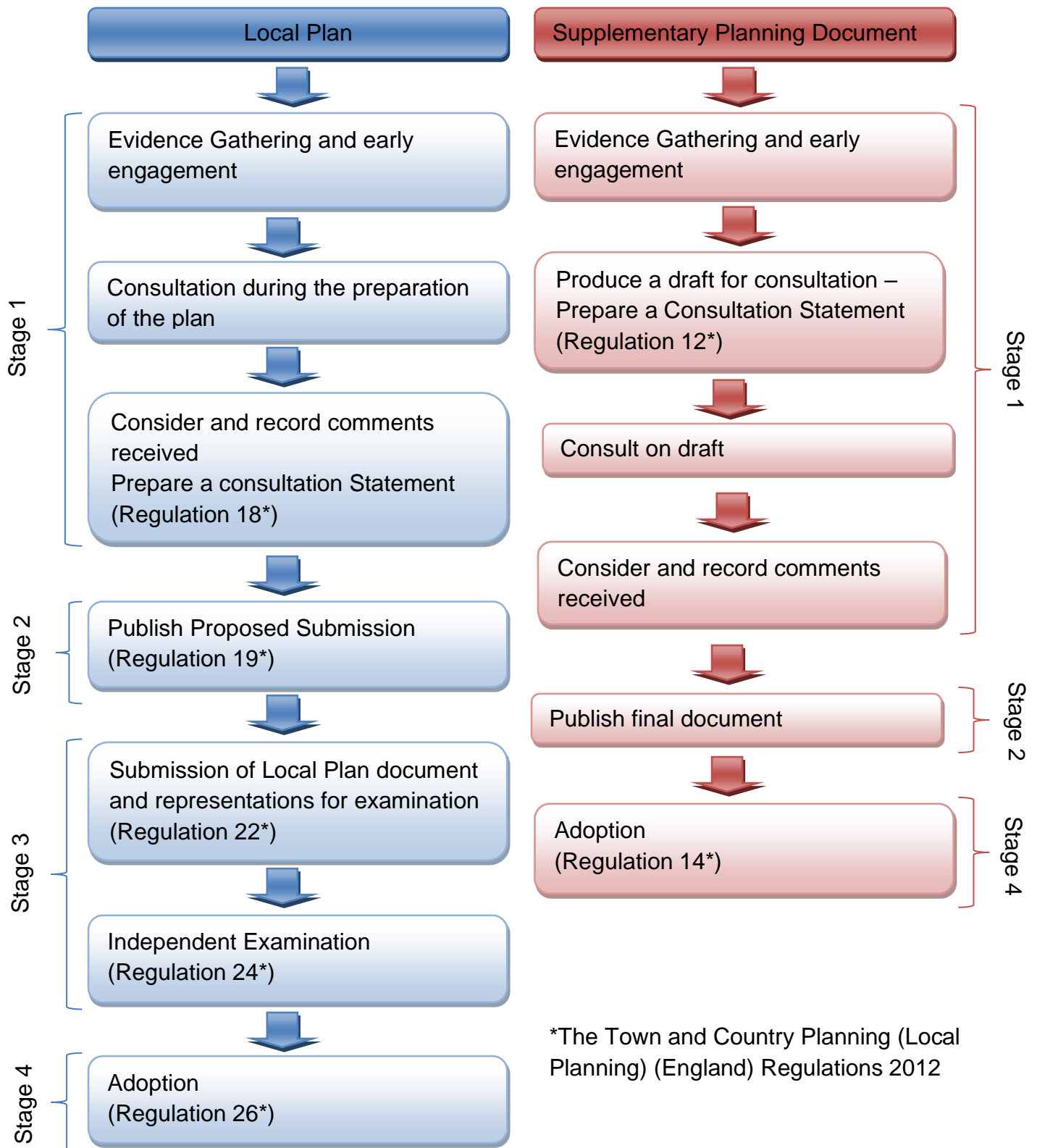
### **Sustainability Appraisal**

- 8.5. Throughout this process the Council is required to assess the social, environmental and economic implications of planning policies and proposals. This is currently undertaken through a Sustainability Appraisal. The planning reforms will replace this with a streamlined Environmental Outcome Report. Further guidance and legislation is needed on how this will be carried out. In undertaking a Sustainability Appraisal or (subject to further guidance) an Environmental Outcome Report, the Council will:

- Consult stakeholders, including the Environment Agency, Natural England and Historic England on the scope of the appraisal. It is only required to consult these bodies on the scoping document, which defines the parameters of the appraisal across a number of aspects.
- Consult key stakeholders and the public as part of public participation in the preparation of a Development Plan Document
- Undertake public consultation on the final Sustainability Appraisal or Environmental Outcome Report which supports the Proposed Submission Local Plan.



## 9. Current processes for preparing a Local Plan and Supplementary Planning Documents



## **Stage 1: Preparation**

- 9.1. This stage applies to Local Plans and Supplementary Planning Documents.

### **What this stage involves**

- 9.2. This stage involves the launch of the process of preparing a new Local Plan and the gathering of evidence and identification of the main issues relating to the document's purpose. This is where the process of engaging with residents, businesses, service providers, utilities and all other stakeholders will begin. This stage also involves considering and consulting on the vision and objectives of the Local Plan and considered options and alternatives, leading to the development of the plan that is published at Stage 2.

### **How you can be involved**

- 9.3. The early stages of plan preparation and consultation are the best time to be involved in the plan making process, as your comments and views help the Council build a clear understanding of the key issues facing stakeholders and communities, and support the Council in setting the policy direction of the proposed plan.
- 9.4. The methods used in engaging stakeholders will depend on the type of document being produced, the target audience and the Council's resources. Legislation does not set out how the Council should approach early engagement and any approach taken by the Council will be governed by the amount of financial and staff resources available. The Council will seek to use the most effective approach both in terms of cost and outcome.
- 9.5. The following list details some of the activities and methods we will consider using. It is not exhaustive; nor does it represent a list of activities that will be used in every instance or type of document. All engagement activities being undertaken will be published on CommonPlace which can be accessed via the Council's website. CommonPlace is the Council's consultation and communications platform for the preparation of the new Local Plan and Design Codes.
- 9.6. Public consultations will run for six to eight weeks for the Local Plan and for six weeks for SPDs. It may involve:

#### **Providing information:**

- Information on the Local Plan pages of the Council's website
- Press releases to local newspapers and magazines
- Public exhibitions

- Publication and distribution of posters, fliers and promotional leaflets, using the Town and Parish Councils to raise awareness
- Articles in appropriate Council newsletters
- Present information at public events where appropriate
- Recorded presentations to be shared on the Council's website and social media channels

### **Consultation:**

- Online surveys and questionnaires
- Letters/emails sent to stakeholders on the Council's consultation database
- Using the Council's online consultation portal
- Surveys of the Council's Citizens panel when appropriate

### **Involvement:**

- Community planning workshops
- Stakeholder focus groups
- Meetings with community groups and other key stakeholders, such as Town and Parish Councils
- Many of the above activities are also dependent on timing. If the consultation or early engagement exercise falls within the timeframe of a Town and Parish Forum or a Planning Agents forum , then it will be possible to use these to support any consultation or engagement activity being undertaken.

## **Stage 2: Production/ Publication of final document**

9.7. This stage applies to the Local Plan and Supplementary Planning Documents.

### **What this stage involves**

9.8. In the case of a local plan, the Council will publish the plan that, in its view should be the final version. Any changes to the adopted policies map or key diagram<sup>7</sup> will also be published if necessary.

9.9. In the case of a Supplementary Planning Document, a final version will be produced and presented to the Council for adoption (see Stage 4). **There is no scope to make further comments on a Supplementary Planning Document at that stage.**

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<sup>7</sup> A policies map illustrates the policies, proposals and designations in the local plan documents. A Key Diagram shows the most strategic policy areas and broad designations.

## How you can be involved

9.10. The published local plan document will be subject to consultation for 6 weeks. This consultation stage is a statutory requirement<sup>8</sup>. The way in which you respond becomes much more formal at this stage. Representations can only relate to whether it has been prepared in accordance with the relevant legal and procedural requirements, and whether it is considered to be 'sound'. **As such, your representation at this stage should only make reference to these matters.**

### 9.11. National Planning Policy Framework - Tests of soundness

*Positively Prepared*- providing a strategy which, as a minimum seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;

*Justified*- an appropriate strategy, taking into account the reasonable alternatives and based on proportionate evidence;

*Effective*- deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and

*Consistent with national policy*- enabling the delivery of sustainable development in accordance with the policies in this Framework

9.12. The consultation methods used will be advertised on the Council's website and will accord with the Core principles set out in section 6. To support anyone making a representation the Council will publish guidance notes setting out clearly how representations should be made. In addition, the Council will provide an appropriate form on which representations can be made. We do prefer to have representations made via our consultation portal, but we will have paper copies of any forms available on request. Those making the representations should indicate if they would like to attend and give evidence at a public examination.

9.13. Following consideration of the comments made during the consultation, the Council will consider making minor changes in the light of comments received prior to submission. If we decide we want to make more significant changes in the light of your comments, we will re-publish and re-consult.

## Stage 3: Submission and examination

9.14. This stage applies to Local Plans only.

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<sup>8</sup> The statutory requirements set out in Regulation 19, 20, 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

## **What this stage involves**

- 9.15. All representations made at stage 2 are then submitted to the appointed inspector together with the document itself, and all supporting evidence used in its preparation<sup>9</sup>. Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 requires that general consultation bodies and specific consultation bodies are informed that the submission documents and statement of representations are available for inspection.
- 9.16. The independent inspector will consider whether the document meets the tests of soundness set out in the National Planning Policy Framework (as explained in 10.16).

## **How you can be involved**

- 9.17. The Council will publicise the examination in accordance with statutory requirements<sup>10</sup>, giving people at least 6 weeks' notice before the opening of any hearing session. We will let you know where and when the hearing will be held and the name of the independent inspector via letter or email. This will also be publicised on the Local Plan Examination page of our website.
- 9.18. The Government encourages representations to be dealt with in writing. However, if people would like to present their evidence in person, a public hearing will be held. Written representations carry equal weight to those presented orally at the examination. The inspector will decide how any oral representations will be heard, and this can take place as a round table debate chaired by the inspector.

## **Stage 4: Adoption**

- 9.19. This stage applies to Local Plans and Supplementary Planning Documents.

## **What this stage involves**

- 9.20. Both Local Plans and Supplementary Planning Documents need to be formally adopted by the Council before they carry any significant weight<sup>11</sup>. Once a Local Plan is adopted, this becomes part of the statutory Development Plan. Once a

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<sup>9</sup> In accordance with statutory requirements set out in Regulation 22, 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>10</sup> The statutory requirements set out in Regulation 24, 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>11</sup> The Council must adopt in accordance with Regulation 14 or 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012

Supplementary Planning Document is adopted, this becomes a material consideration in decision making.

- 9.21. As part of a Local Plan examination, Local Planning Authorities may ask the Inspector to recommend main modifications to the Plan where necessary to make the Plan sound and legally compliant. The Council will then undertake a public consultation on the schedule of main modifications and any responses will be considered by the Inspector. Following examination of a Local Plan, the Inspector will produce a report with their recommendations. On receipt of the Inspector's Report, the Council will make a copy publicly available and inform those persons who asked to be notified of its publication as soon as reasonably practicable.<sup>12</sup> The Local Plan will then be presented to the Council for adoption.
- 9.22. With regards to Supplementary Planning Documents, the Council will consider the comments made at Stage 1 and make any appropriate changes before formally adopting the document.

### **How you can be involved**

- 9.23. There is no scope to comment at this final stage of the process unless you wish to legally challenge the document being adopted<sup>13</sup>. The application must be made promptly, and in any event, not later than the end of the six weeks from the date set out in the Adoption Notice.

## **10. What other planning documents can you comment on?**

- 10.1. The Council is also responsible for the preparation of other planning documents outside the statutory Local Plan relating to the future development of the Borough. These include Conservation Area Appraisals, the Community Infrastructure Levy and Avoidance Strategies for Special Protection Areas and Special Areas for Conservation and the Brownfield Register. Depending on the subject matter, the Council will engage with local residents, communities and organisations where it is deemed appropriate.

## **11. How can you be involved in Planning Applications?**

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<sup>12</sup> In accordance with statutory requirements set out in Regulation 25, 35 and 36 of the Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>13</sup> Any aggrieved person can make an application to the High Court under Section 113 of the Planning and Compulsory Purchase Act 2004 on the grounds that the document is not within the appropriate power or that a procedural requirement has not been complied with.

11.1. For many people, the most visible impact of the planning system is the delivery of development through planning applications. Applications for planning permission are determined in accordance with the policies and proposals of the statutory development plan for the area unless there are other material considerations that justify departing from these policies. Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying other material considerations. Community involvement can also help shape proposals so that they are more acceptable and appropriate to the area where the development is occurring.

11.2. There are four main stages in the Development Management Process:

- Pre-application
- Planning applications
- Appeals
- Enforcement

The following provides an overview of the Council's publicity and consultation arrangements for these four elements of Development Management.

### **General advice and assistance**

11.3. Detailed information on the Council's Planning Service is available on our website, on the [Planning and Building Regulations home page](#). Information about whether planning permission is required (permitted development), what has to be submitted with a planning application (the Validation and local List) and how to seek advice before submitting an application (pre application advice), is available. There is also specific advice on how to view and comment on a planning application. For those without internet access, Surrey County Council libraries have computers available for the public to use. Officers will assist you in gaining access to the information and provide advice that you may require.

11.4. The Planning Portal also provides advice and services for the public and professionals [www.planningportal.co.uk](http://www.planningportal.co.uk) . It provides information regarding the whole planning process as well as giving access to more detailed Government guidance. The government has produced the [Plain English Guide to the Planning System](#) which provides an overview as to how the planning system works

11.5. [Advice on tree preservation orders](#) is set out in the government's website.

### **Stage 1: The pre-application stage**

- 11.6. The Council welcomes and encourages discussion with applicants and developers before planning applications are submitted. Receiving considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant. Applicants or developers are encouraged to consult with the community before submitting planning applications which are likely to generate public interest. Early discussions on these proposed schemes with the local community and relevant organisations and groups, before they are finalised and put together and submitted as an application, benefit local communities as well as helping applicants identify areas where improvements or change might be beneficial to their proposal.
- 11.7. Whilst there is no statutory requirement for the Council to engage with the community at the pre-application stage on pre-application schemes, paragraphs 39 to 46 of the National Planning Policy Framework (NPPF) state that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties, and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Entering into a Planning Performance Agreement with the Council provides an opportunity for identifying the preferred approach to community engagement.
- 11.8. For very large scale developments, subject to the appropriate fee and at the discretion of the Executive Head of Planning Development, Development Forums may be organised and held to allow the developer to present their proposal and for interested parties to express what they believe to be the key issues to be addressed in any planning application. In some cases, the consultation with the community prior to submitting an application for certain developments is compulsory under the Localism Act.
- 11.9. Applicants are especially encouraged to liaise early with infrastructure providers (i.e. water/electricity/gas) for new developments at the pre-application stage.

## **Stage 2: The planning application stage**

- 11.10. Opportunities for formal community involvement occur when applications are lodged, regardless of any pre application process that has occurred.
- 11.11. It is at this point when the majority of residents first become involved in the planning system, especially if the proposed development affects them directly. All planning applications are checked to ensure that necessary plans and details are



provided to enable the application to be determined. When an application has been validated, neighbours (those occupying properties that adjoin the application site) are notified by letter. Consultees are also notified (as relevant depending on the nature of the application). All applications are placed on the Council's website for public view. Full details of notification undertaken are provided at Appendix 2.

11.12. The minimum requirements for publicising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. We comply with the minimum requirement in all cases, in most cases we exceed this to ensure that our communities are as involved as possible. Irrespective of how the community hear about a proposal, anyone can submit comments on an application. The notification letter and, where relevant, the site notice and press advertisement explain where the planning application can be viewed.

11.13. Comments are invited on planning applications for a period of 21 days, which is a statutory period set out by government. All comments received prior to the determination of an application, even if outside of the 21 day publicity period will be taken into consideration. In most cases a site notice is also provided, and this will be displayed for 21 days. When comments are submitted on planning applications through the website the name and address of the individual are also published.

11.14. There are also statutory consultees that need to be notified on specific planning applications.

11.15. The requirements for advertising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). As well as meeting these statutory requirements, the Council has a well-established process for publicising planning applications. These include:

- Letters to residents/businesses/properties immediately adjacent to the red line of the application site for most types of applications
- Letters to statutory organisations and interest groups
- Site notices (under certain circumstances)
- Newspaper adverts, where required
- A weekly list of applications is sent to the local papers for them to publish at their discretion and also sent to libraries and put on the website
- A copy of the weekly list is sent to the relevant Parish and Town Council - who may display lists of local applications on their own notice boards
- Planning applications with plans uploaded on the web to enable online consultation and tracking

- People signing up for alerts to applications via twitter
- Interactive [Waverley Planning maps](#) on the website which allows searching for recent applications in an area.

11.16. Applications, including all of their supporting information, are made available online. Comments can be made in writing direct to the Council through the online consultation option or via e-mail to [planconsult@waverley.gov.uk](mailto:planconsult@waverley.gov.uk). We will also accept comments made in letter format. There is information regarding how to comment on the reverse of the neighbour notification letters and on our website [How to view and comment on planning applications](#). Unfortunately, due to the volume of representations that are received, we do not provide acknowledgements. It is a requirement for any comments that you wish to be considered to be published on the website. The [Planning Privacy Notice](#) sets out how the information you provide to the Council will be used.

11.17. Full consideration will be given, and due weight attached, to the views of the community and stakeholders. The comments received and additional information, including the officer report (which includes a summary of comments received), are published on the website so that anyone can view the information upon which a decision is made.

### **Stage 3: The decision stage**

11.18. Whilst a planning application is determined primarily against the Development Plan and National policies, material consideration is also given to:

- Representations of objections and support
- Advice from external specialists such as Natural England or Historic England
- Government guidance
- Comments from Town and Parish Councils
- Any other material consideration

The planning case officer assessment of the application will be based on the above and their judgement on the impact the proposed development will have. The publicity requirements mean that we will not receive all the relevant views until about a month after the council register the application and this will be longer in some cases.

11.19. The council will determine planning applications on the information submitted. There may however be some circumstances whereby, at the discretion of the council, amendments can be accepted prior to a determination to resolve outstanding issues. In these instances, the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application

depending on the degree of change. Under no circumstances should applicants amend an application following a consultation response they have read online.

- 11.20. Where the Council receives significant amendments to a current planning application, that it can accept, it will re-publicise the application making it clear that amendments to the application have been proposed.
- 11.21. Following a review and analysis of all the information and submissions to a development proposal, a report is prepared on the acceptability of the development. The decision on whether to grant planning permission is made either under delegated powers by the Executive Head of Planning Development, which will be the case for majority of applications, or by the Planning Committee. In cases where applications are to be considered by the Planning Committee, those who have already made written comments on the application can request to address the Committee at the relevant meeting.
- 11.22. A councillor can, however, in accordance with the scheme of delegation request that an application that would normally be dealt with under delegated powers, be reported to Planning Committee for the decision to be made.
- 11.23. Once the decision is issued on planning applications the decision notice and the officer report are available to view online.
- 11.24. The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015 introduced a prior approval arrangement for certain development with a statutory requirement being placed on the Council to serve notice on any owner or occupiers of adjoining properties and give them a minimum of 21 days to object. These prior approval notifications introduce a new procedure differing from that for planning applications.

#### The Planning Committee

- 11.25. Planning Committee meetings are open to the public and are usually viewable online as a webcast. The agenda showing the applications is available online to view before the meeting and will include the officer's report and recommendation. There may be further written or oral reports at the meeting. For any application that will be determined by a Committee, the application may be subject to public speaking where there are a certain number of objections or support received. See the [Public Speaking Scheme](#) on the [Councillors and democracy](#) page of the website for details. Details regarding how planning committees are conducted, access to previous and current agendas and minutes can be found on this page too.

11.26. Due to the amount of correspondence received, we do not individually notify people about the decision on a planning application that they have made representations on. Instead, decided applications can be viewed on the website either under the particular application, by looking at recently decided applications, or through the Minutes of the Committee meeting.

#### **Stage 4: The post application stage**

11.27. Applicants have the right to appeal against the refusal of a planning permission non determination within the statutory period, or against a condition attached to a planning permission to the Planning Inspectorate. There is no third-party right of appeal (i.e. for those who objected to a planning application). The Council will contact all those who made representations during the application to notify them of the appeal and, for some types of application, the Planning Inspectorate will invite further comments. All views are taken into account during an appeal. The Planning Inspectorate will inform the Council and objectors of the outcome.

11.28. The appeal decision will be available on the website once the Council is notified. It can be viewed either under the particular application record or by selecting the recently appealed application information.

11.29. The planning portal website contains information on how the appeal process works and includes a range of downloadable leaflets and appeal information from the Planning Inspectorate. [Planning Portal - Appeal Guidance](#).

## **12. Planning Enforcement**

12.1. There will be occasions when individuals, companies or organisations may carry out work or use land or buildings in ways that may give rise to concerns that they may not have the necessary planning permission or that conditions of the planning permission are not being complied with. The Planning Enforcement team investigates potential breaches of planning control.

12.2. To lodge a complaint see the [How to report a breach in planning](#) page on our website. Some people may be reluctant to lodge a complaint because of fears regarding potential confrontation. However, the identity of the complainant is kept confidential.

12.3. Waverley undertakes to keep the complainant updated on what is happening during the investigation of the complaint and the final outcome. However, public access to complaint investigation information can be restricted for legal reasons.

If formal enforcement action is taken then the Enforcement Register, which is a public document, can be inspected.

- 12.4. Sometimes interested parties may be contacted for their input, such as any information they have regarding existing uses. For more details on the Council's approach to enforcement you can review the Waverley Borough Council [Local Planning Enforcement Plan](#).

### **13. How well are we doing?**

- 13.1. The Government recommends assessing resources for managing community involvement. Involving the community during all planning processes has time, staff resource and funding implications and must be a key consideration when planning any form of engagement or consultation.
- 13.2. Therefore, whilst Waverley is committed to providing a high-level service to the community making sure everyone has the opportunity to be involved in the planning process, the Council will look to achieve this in the most resource efficient way. Therefore, any approach used when engaging with stakeholders will reflect the type of work being undertaken. Any non-statutory approaches used during engagement or consultation activities will also be reviewed to assess whether such an approach was effective and achieved value for money.

## **Appendix 1: Consultation Groups Involved in Local Plan production**

### **Specific Consultation bodies**

The council must involve the following statutory organisations in the Local Plan process. These along with the government departments listed below form the specific consultation bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012. These are:

- Environment Agency
- Historic England
- Natural England
- Network Rail Infrastructure Limited
- Secretary of State for Transport
- Highway Agency
- Surrey County Council- Strategy, Transport and Planning
- Other adjacent local authorities
- Civil Aviation Authority
- Waverley and Guildford Clinical Commissioning Group (formerly Primary Care Trust) and North East Hampshire and Farnham Clinical Commissioning Group.
- Surrey Police
- Police and Crime Commissioner
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Thames Water and Southern Water: water and sewerage undertakers for Waverley.
- Homes England
- Town and Parish Councils

### **General consultation bodies**

- Voluntary bodies some or all of whose activities benefit any part of Waverley Borough Council's area.
- Bodies that represent the interests of different racial, ethnic or national groups in Waverley Borough Council's area
- Bodies that represent the interests of different religious groups in Waverley Borough Council's area
- Bodies, which represent the interests of disabled persons in Waverley Borough Council's area.

- Bodies, which represent the interests of persons carrying on business in Waverley Borough Council's area.

### **Duty to co-operate bodies**

- Environment Agency
- Historic England
- Natural England
- The Mayor of London
- Civil Aviation Authority
- Homes England
- NHS Surrey
- Office of Rail Regulation
- Transport for London
- Surrey County Council
- Highway Agency

### **Other Consultees**

Bodies and individuals that are registered on the Waverley Planning Service database. These have been grouped and include:

- Individual Residents, residents' associations, local strategic partnership, neighbouring parish councils, schools, community groups, societies, political parties
- Councillors- Local and County
- Local businesses, business associations, chamber of commerce, commercial companies
- Adjoining local authorities, developers, agents, planning consultants, architects, surveyors, landscape architects, housing associations
- Landowners, Estate agents (residential and commercial)
- Disabled groups, public agencies, charity organisations, voluntary organisations, care providers, health providers, leisure groups, minority groups, religious groups, sports bodies, young people, older people, faith groups, equalities, community support.
- Surrey Hills AONB Board, Environment and nature, historic groups, Conservation Area Advisory Committees
- Infrastructure providers, schools and education institutes, transport groups
- Members of Parliament
- Government Departments

## **Appendix 2 – Details of notification undertaken for planning applications**



<b>Type of Development</b>	<b>Statutory Publicity Requirement</b>	<b>How the Council will publicise applications</b>
Major Development: Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more. Other development: 1000m <sup>2</sup> floor space or 1.0 hectares	Newspaper advertisement (14 days) and either Site notice (21 days) or Neighbour notification (21 days)	The Council will: <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site properties</li> <li>• Display a site notice at or near the site</li> <li>• Consult relevant infrastructure provider</li> </ul>
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	Newspaper advertisement (14 days) and Site notice (21 days)	The Council will: <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice at or near the site</li> <li>• Consult relevant infrastructure providers</li> </ul>
Application that is a departure from the Local Plan	Newspaper advertisement (14 days) and Site notice (21 days)	The Council will <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site properties</li> <li>• Display a site notice at or near the site</li> </ul>
Application which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	Newspaper advertisement (14 days) and Site notice (21 days)	The Council will <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice at or near the site</li> </ul>

<p><b>Minor Development:</b> Residential development involving less than 10 homes. Other development: floor space is less than</p>	<p>1000m2 Site Notice (21 days) Or Neighbour notification (21 days)</p>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice at or near the site</li> </ul>
<p>Change of use applications</p>	<p>Site Notice or Neighbour Notification</p>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice at or near the site</li> </ul>
<p>Householder developments</p>	<p>Site Notice or Neighbour Notification</p>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice at or near the site</li> </ul>
<p>Development affecting the setting of a listed building</p>	<p>Press Advert Site Notice</p>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice at or near the site</li> </ul>
<p>Listed Building consent for works affecting the exterior of the building</p>	<p>Newspaper advertisement (21 days) and Site notice (7 days)</p>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site.</li> <li>• Display a site notice</li> </ul>
<p>Development affecting the character of a conservation area.</p>	<p>Newspaper advertisement (21 days) and Site notice (7 days)</p>	<p>The Council will:</p> <ul style="list-style-type: none"> <li>• Publish Public Notice in newspaper</li> <li>• Notify neighbours with adjoining boundaries to the application site</li> <li>• Display a site notice</li> </ul>

Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.	Newspaper advertisement (21 days) and Site notice (7 days)	
Advertisement Applications	None	The Council will: <ul style="list-style-type: none"> <li>• Notify neighbours in adjoining properties</li> <li>• Display a site notice</li> </ul>
Applications for Works to Trees Protected by a Tree Preservation Order	Site Notice (21 days) - Where the Council considers that local people might be affected, or that there is likely to be a good deal of public interest - Obligatory in any case where the Council is the applicant	The Council will: <ul style="list-style-type: none"> <li>• Notify neighbours in adjoining and opposite properties.</li> <li>• Display a site notice</li> </ul>
Notice of works to trees in conservation areas	None	The Council will: <ul style="list-style-type: none"> <li>• Notify neighbours with adjoining and opposite boundaries to the application site</li> <li>• Display a site notice</li> </ul>
Certificates of Lawfulness for Existing Use and Development	None	The Council will notify neighbours with adjoining boundaries to the application site
Certificates of Lawfulness for Proposed Use and Development	None	None

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