

To: All Members of the Council

Fiona Cameron, Interim Democratic Services  
Manager

**Legal & Democratic Services**

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Date: 13 March 2023

Dear Councillor

**COUNCIL MEETING - TUESDAY, 21 MARCH 2023**

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 21 MARCH 2023** at **6.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

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

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**[www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)**

## AGENDA

1. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

2. MINUTES (Pages 7 - 26)

To confirm the Minutes of the Extraordinary Council meeting held on 21 February 2023, and the Budget Council meeting held on 21 February 2023 (herewith).

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

5. LEADER'S ANNOUNCEMENTS

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

To respond to questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on 14 March 2023.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

To respond to any questions received from Members of the Council in accordance with Procedure Rule 11.2.

The deadline for receipt of questions is 5pm on Tuesday 14 March 2023.

8. LOCAL PLAN PART 2: ADOPTION (Pages 27 - 432)

Following the Examination of Local Plan Part 2: Strategic Policies and Sites (LPP2), the Council has received the report from the independent Planning Inspector, Mr GJ Fort BA PGDip MCD MRTPI. This is provided as Appendix 1 and the schedule of Main Modifications (MMs) recommended by the Inspector is provided as Appendix 2.

The Inspector has concluded that, subject to the recommended MMs, LPP2 is legally compliant and sound and provides an appropriate basis for the planning of the Borough. The MMs are considered to improve and strengthen the Plan. It should be noted that the Council has no discretion to vary the MMs recommended by the Inspector. If they are not accepted, the Council cannot adopt LPP2.

The next step in the process is for the Council to formally adopt LPP2 as part of the statutory development plan for the Borough. The LPP2 for adoption is the Submitted Plan (comprising the Regulation 19 Draft Plan and Addendum) as amended by the MMs recommended by the Inspector (Appendix 2) and Additional Modifications identified by the Council. This is provided as a tracked-changes version at [Appendix 3](#). The final version of LPP2 will be published as quickly as possible after the Council has resolved to adopt it. Delegated authority is sought to address any further Additional Modifications (minor corrections/ updates/ formatting) identified in finalising the document.

Following adoption of LPP2, the Council will need to update the Policies Map to include the consequential changes identified in the Schedule of Changes to the Adopted Policies Map published for consultation with the proposed MMs and AMs in December 2022. This is provided as [Appendix 4](#).

**This report will be considered by the Executive at an Extraordinary meeting at 5pm on Tuesday 21 March 2023. The Leader will confirm to Council the recommendation from the Executive.**

**Recommendation (subject to confirmation following the Extraordinary meeting of the Executive at 5pm on Tuesday 21 March 2023):**

**That Council resolves to**

- 1. Adopt the Waverley Borough Local Plan Part 2 incorporating the Main Modifications recommended by the Inspector (Appendix 2) and Additional Modifications identified by the Council (all as shown in the tracked changes version at Appendix 3) and agrees the consequential Changes to the Adopted Policies Map (Appendix 4).**
- 2. Authorise the Executive Head of Regeneration and Planning Policy, in consultation with Planning Portfolio Holder, to make any other Additional Modifications (minor corrections, factual updates, and formatting) identified in finalising LPP2 for publication.**

9. AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD) (Pages 433 - 546)

This report seeks Council approval of the updated Affordable Housing Supplementary Planning Document (SPD) and its adoption as a material planning consideration.

**Recommendation**

**The Executive recommends to Full Council that the updated Affordable Housing Supplementary Planning Document (SPD) be approved and adopted as a material planning consideration.**

10. OCKFORD RIDGE REFURBISHMENT PHASE 4 - DEEP RETROFIT INCLUDING GREEN TECHNOLOGY PILOT (Pages 547 - 586)

This report provides an update on the progress made with delivery of the pilot

project to deep retrofit seven properties at Ockford Ridge and seeks Council approval of additional budget to enable completion of the project.

### **Recommendation**

**The Executive recommend to Full Council that an additional budget allocation of £784,000 is agreed for Phase 4 of the Ockford Ridge Regeneration Project, bringing the total allocated budget to £1.765m, to enable the deep retrofit of seven homes, piloting the use of green renewable energy sources and enhanced fabric, to proceed according to the previously approved specification as detailed in Exempt Annexes 1 – 4.**

11. DRAFT UPDATED AIR QUALITY ACTION PLAN AND DRAFT CLEAN AIR STRATEGY FOR WAVERLEY (Pages 587 - 672)

To seek approval of the draft updated Air Quality Action Plan (AQAP) February 2023 and draft Clean Air Strategy for Waverley (CAS) February 2023, prior to submitting the AQAP to Defra for approval.

### **Recommendation**

**The Executive recommend that Council adopt the draft updated AQAP February 2023 and draft CAS February 2023, which align with the Climate Change and Sustainability Strategy (CCSS), the Carbon Neutrality Action Plan (CNAP) and the work underway on the Farnham Infrastructure Plan (FIP).**

12. MATTERS ARISING FROM THE FORMAL REVIEW OF THE INTER-AUTHORITY AGREEMENT AND THE COLLABORATION RISK REGISTER (DECEMBER 2022) (Pages 673 - 678)

At its first meeting on 9 December 2022 the Joint Governance Committee considered reports on:

- (a) the formal review of the Inter-Authority Agreement (IAA), to ensure that it continues to be fit for purpose, with any changes required being recommended to both Full Councils; and
- (b) the six-monthly review of the collaboration risk register.

The attached report proposes an amendment to the Terms of Reference of the Joint Appointments Committee to permit substitute members; and, an amendment to the Inter-Authority Agreement relating to the notice period within Clause 21.1.

### **Recommendation**

**That**

- 1) **the Terms of Reference of the Joint Appointments Committee are revised, as set out in the attached report; and**

- 2) **subject to the recommendation of the Joint Governance Committee at its meeting on 17 March 2023, clause 21.1 of the Inter-Authority Agreement be amended as set out in the attached report.**

13. APPOINTMENT OF A DEPUTY ELECTORAL REGISTRATION OFFICER

Under Section 8(2) of the Representation of the People Act 1983, the Council must appoint an Officer to the position of Electoral Registration Officer (ERO). This position is responsible for maintaining the Electoral Register for the area. Robin Taylor, Executive Head of Organisational Development is the appointed ERO, for Waverley Borough Council.

Under Section 52(2) of the 1983 Act, the Council may approve the appointment of Deputy EROs to perform and exercise any of the duties and powers of the ERO.

Due to recent changes in electoral legislation being likely to increase demand for urgent decisions by the ERO, it will be necessary to appoint Deputy EROs to assist with the effective discharge of duties to deliver the forthcoming local elections, and subsequent elections. In order to provide maximum flexibility in respect of such appointments, and to avoid the necessity of bringing further reports to Council whenever such appointments are required, the Council is requested to delegate authority to appoint Deputy Electoral Registration Officers to the Electoral Registration Officer.

This delegation mirrors that in respect of Mr Taylor's role as Returning Officer, in that he may appoint Deputies as required.

**Recommendation**

**That the Council delegates authority to the Electoral Registration Officer to appoint Deputy Electoral Registration Officers, subject to such appointees holding satisfactory qualifications and experience as required.**

14. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

The deadline for receipt of motions was 5pm on Thursday 9 March 2023. No motions have been received.

**MINUTES OF THE EXECUTIVE AND COMMITTEES**

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

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

(PR11.8(a))

15. MINUTES OF THE EXECUTIVE (Pages 679 - 732)

To receive and note the Minutes of the Executive meetings held on 29 November 2022, 17 January 2023, and 7 February 2023.

16. MINUTES OF THE AUDIT COMMITTEE (Pages 733 - 738)

To receive and note the Minutes of the Audit Committee meeting held on 28 November 2022.

17. EXCLUSION OF PRESS AND PUBLIC

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

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