

To: All Members of the EXECUTIVE

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 1 July 2024

Membership of the Executive

Cllr Paul Follows (Chair)
Cllr Tony Fairclough (Vice Chair)
Cllr Janet Crowe
Cllr Victoria Kiehl
Cllr Mark Merryweather

Cllr Kika Mirylees
Cllr George Murray
Cllr Paul Rivers
Cllr Liz Townsend
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 9 JULY 2024

TIME: 7.00 PM

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

The Agenda for the Meeting is set out below.

Yours sincerely

Susan Sale

Strategic Director Legal & Democratic Services & Monitoring Officer

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Notes for members

Contact Officers are shown on each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

Prior to the commencement of the meeting, the Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.

[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]

Agenda

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES (Pages 5 - 10)

To confirm the Minutes of the Meeting held on 11 June 2024.

3. DECLARATIONS OF INTERESTS

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

4. QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chairman to respond to any questions received from members of the public for which notice has been given in accordance with Procedure Rule 11.

The deadline for receipt of questions is 5pm on Tuesday 2 July 2024.

5. QUESTIONS FROM MEMBERS OF THE COUNCIL

The Chairman to respond to any questions received from Members in accordance with Procedure Rule 12.

The deadline for receipt of questions is 5pm on Tuesday 2 July 2024.

6. LEADER'S AND PORTFOLIO HOLDERS' UPDATES

7. RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES

8. REVISED STATEMENT OF COMMUNITY INVOLVEMENT (Pages 11 - 82)

The Executive are recommended to make the resolutions set out in the report at agenda item 8.

Portfolio Holder for Planning and Economic Development.

9. WEY COURT EAST (Pages 83 - 102)

The Executive are recommended to make the resolutions set out in the report at agenda item 9.

Portfolio Holder for Finance, Assets and Property

10. ACCEPTANCE OF A GRANT FROM THE NATIONAL HERITAGE LOTTERY FUND FOR CAPITAL REPAIR OF THE MUSEUM OF FARNHAM (Pages 103 - 112)

The Executive are recommended to make the resolutions set out in the report at agenda item 10.

Portfolio Holder for Community Services, Leisure and EDI

11. REQUEST FOR ADDITIONAL FUNDS FOR RECRUITMENT

Report to follow.

Leader of the Council, Portfolio Holder for Policy, Governance and Communications.

12. ROUTE TO MARKET FOR OFF-STREET CAR PARKING ENFORCEMENT

Report to follow.

Deputy Leader of the Council and Portfolio Holder for Enforcement and Regulatory Services.

13. CHARTER AGAINST MODERN SLAVERY

Report to follow.

Leader of the Council together with Portfolio Holder for Organisational Development & Governance.

14. ANY MATTERS TO BE CONSIDERED IN EXEMPT SESSION

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

**For further information or assistance, please telephone
Ben Bix, Democratic Services Manager, on 01483 523354 or by email
at ben.bix@waverley.gov.uk**

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 11 JUNE 2024

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

Present

Cllr Paul Follows (Chair)	Cllr George Murray
Cllr Tony Fairclough (Vice Chair)	Cllr Paul Rivers
Cllr Janet Crowe	Cllr Liz Townsend
Cllr Mark Merryweather	Cllr Steve Williams
Cllr Kika Mirylees	

Apologies

Cllr Victoria Kiehl

Also Present

Cllr Gale

EXE 1/24 MINUTES (Agenda item 2)

The Minutes of the Meeting held on 7 May 2024 were approved.

EXE 2/24 DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest.

EXE 3/24 QUESTIONS FROM MEMBERS OF THE PUBLIC (Agenda item 4)

There were none.

EXE 4/24 QUESTIONS FROM MEMBERS OF THE COUNCIL (Agenda item 5)

There were none.

EXE 5/24 LEADER'S AND PORTFOLIO HOLDERS' UPDATES (Agenda item 6)

On behalf of Councillor Kiehl, the Leader advised on the progress of the Legal Services restructure where although some permanent resource had been secured, the team was not yet fully resourced. Governance reports relating to Whistleblowing and Code of Conduct would be received by respective Committees during June, together with the first Simultaneous meeting where the Standards and General Purposes Committee would meet at the same time and in the same location as its counterpart committee at GBC on 1 July to consider constitutional matters flowing from the Joint Constitutions Review Group.

The Leader emphasized that the meeting was being held within the pre-election period; accordingly, brief updates from Executive Members included:

- That the July meeting of Executive had been moved to 9 July to fall outside of the pre-election period
- That the Car Parking Strategy Executive Working Group had commenced its work
- Funds received from the Household Support Fund were being distributed
- Leisure Centre usage had increased; and Officers were working with local stakeholders to secure the future of The Edge in Haslemere
- Elstead and Cranleigh Neighbourhood Plan Referendums would take place on 20 June; and
- Renovations to Riverside Court in Farnham had been completed.

Executive Members expressed their thanks to the Elections team for their hard work, diligence and professionalism during an exceptionally busy time.

EXE 6/24 RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEES
(Agenda item 7)

There were none.

EXE 7/24 COMMUNITY ASSET TRANSFER POLICY (Agenda item 8)

Councillor Merryweather, Portfolio Holder for Finance and Assets introduced the report which sought approval of a new policy to guide and ensure a transparent and consistent approach by the Council when considering expressions of interest for a Community Asset Transfer to a Voluntary or Community Organisation. Officers were thanked for their work in developing the Policy and emphasis was placed on the clear process set out on page 9.

Executive Members' statements in support of the recommendations included:

- That the policy, which applied to community interest companies, charities and other community bodies, as well as Town and Parish Councils, was clear that assets would remain in community use
- Communities would be empowered to protect assets that were important to them; and
- The process was designed to be thorough and ensure that applications were supported by a Business Case.

The Executive **RESOLVED** to approve the Community Asset Transfer Policy (Appendix 1) and to note the Equality Impact Assessment (Appendix 2).

Reason:

- I. To set out a robust policy that provides a transparent and consistent framework governing an expression of interest for the transfer of assets owned by or under the stewardship of the Council, to VCOs in the best interest of the Council and the community.
- II. To deliver community objectives by considering options for transfer of assets; to community led groups where appropriate to improve the health and wellbeing of residents.

- III. The Council is the custodian for its assets and has a duty of stewardship over their management. It is appropriate that robust governance is in place to safeguard their ownership and use.

EXE 8/24 SCHEME OF OFFICER DELEGATIONS (Agenda item 9)

The Leader of the Council introduced the report which sought approval of the delegation of Executive functions set out in the revised Joint Officer Scheme of Delegation and Proper Officer Scheme for recommendation to the Standards and General Purposes Committee. The Leader thanked Officers together with Members of Guildford and Waverley Borough Council's Joint Constitutions Review Group for their work in preparing the revised joint scheme.

There being no further discussion, the Leader asked that any questions or further suggestions be forwarded to Officers in advance of the Standards and General Purposes Committee on 8 July.

The Executive **RESOLVED**

- I. That the delegation of Executive functions set out in the revised Joint Officer Scheme of Delegation and Proper Officer Scheme (Appendices 1 and 3) be approved.
- II. That the Monitoring Officer, in consultation with the Leader, Deputy Leader & Portfolio Holder, be authorised to include any changes to the Scheme of Delegation in respect of Executive functions recommended by the Standards and General Purposes Committee.

Reason:

- I. An officer scheme of delegation and proper officer scheme which is materially the same for both Councils, whilst being owned by each Council in respect of their services, will help to promote more efficient joint working and will support the transformation programme by aligning officer decision making across both Councils.
- II. The recommended changes will improve the governance procedures for each Council and will ensure that there is greater transparency over decision making.
- III. The reductions in financial limits will ensure that key decisions are made by the Executive, thereby promoting accountability and transparency.
- IV. Aligning officer delegations into a joint scheme, supports the Councils Collaborative and Transformation programme and provides clarity for those officers employed to provide a joint service across both Councils.

EXE 9/24 SUPPLEMENTARY ESTIMATE - DEMOCRATIC SERVICES (Agenda item 10)

The Leader of the Council introduced the report which sought approval of a supplementary estimate to enable the restructure of the democratic services team at the council to increase capacity, revise existing roles, and create new opportunities. The Leader emphasised that the recommendations in the report were to build a strong foundation for the team at Waverley cognisant of a longer-term desire to deliver a shared service approach to democratic services at Waverley and

at Guildford once the new Joint Assistant Director of Democracy and Governance post, approved by Executive in May, had been established and appointed to.

The Executive **RESOLVED** to approve a Supplementary Estimate of £55,187 (2024/25) to restructure the Democratic Services team (Option 3).

Reason: To fund growth in the democratic services team to enhance capacity.

EXE 10/24 EXCLUSION OF PRESS AND PUBLIC (Agenda item 11)

The Leader moved and the Executive agreed that pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972:

- I. that the public be excluded from the meeting during consideration of agenda item 11 on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraphs 2 and 3 of the revised Part 1 of Schedule 12A to the Local Government Act 1972; and
- II. that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EXE 11/24 HRA PROPERTY DISPOSAL (Agenda item 12)

The Executive **RESOLVED** that subject to an independent on-site valuation, the sale of the property set out in the exempt report be **RECOMMENDED** to Council for approval.

The meeting commenced at 7.00 pm and concluded at 7.43 pm

Chairman

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Waverley Borough Council

Report to: Executive

Date: 9 July 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

Lead Councillor responsible: Cllr Liz Townsend

Tel: 07703 308253

Email: Liz.Townsend@waverley.gov.uk

Report Status: Open

Key Decision: No

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 its 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.
- 1.4 Following input from the Overview & Scrutiny Services Committee on 23 January 2024, the draft SCI was published for public consultation for a seven week period from 1 March to 19 April 2024. 47 representations were received and are summarised at Appendix 1. Following consideration of these representations, a number of revisions are proposed. These are shown as tracked changes in the draft SCI at Appendix 2. Some of the points raised by consultees relate to operational matters rather than the content of the SCI. While not necessitating changes to the SCI, this feedback is welcomed, and officers will consider the matters raised.
- 1.5 The Council's approach to community involvement is likely to require further updating if and when the plan-making reforms set out in the Levelling Up and Regeneration Act 2023 come into force.

2. Recommendation

That the Executive:

(i) Notes the consultee responses; and

(ii) **Recommends** that Council adopts the revised Statement of Community Involvement.

3. Reasons for Recommendation:

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

4. Exemption from publication

- 4.1 No

5. Purpose of Report

- 5.1. To consider the updated SCI and consultee responses and to recommend that the SCI is adopted by Council.

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 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 challenge.
- 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. The Act also 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 if these reforms are implemented.
- 7.7 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 management 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. A report considered by the Overview & Scrutiny Services Committee on 23 January 2024 set out that the revised SCI would be subject to public consultation, and consultation responses would then be reported to the Executive to enable a final document to be recommended to the Council for adoption. The Committee noted the report and requested that the BID groups in the towns be added to the list of consultees. This has been done.
- 8.2. The revised Statement of Community Involvement was subject to public consultation for seven weeks from 1 March to 19 April 2024. Whilst there is no statutory requirement to consult when reviewing or updating an SCI, doing so enabled the Council to seek the views of communities and stakeholders to ensure the SCI update provides an effective framework for engagement.
- 8.3. The consultation on the SCI coincided with the launch of the new CommonPlace engagement platform for the proposed new Local Plan on 1 March 2024. The updated SCI was published on CommonPlace and notification letters were sent to consultees on the planning policy consultation database. A press release was also published on the Waverley website and covered by BBC South East. Details of the consultation were posted on social media.
- 8.4. Feedback was sought on each section of the SCI and representations have been received from 47 individuals and organisations. These have been valuable in refining the SCI and the Council's approach to undertaking consultation on CommonPlace Summaries of the consultation responses are attached at Appendix 1.

8.5. The changes to the SCI are mainly points of clarification and factual updating. They include the following changes:

- References to ‘hard to reach groups’ replaced with ‘seldom heard groups’
- Factual updates to paragraph 10.1
- Reference to Residents’ Associations added to paragraph 11.6
- Text added to section 5 on how to submit comments
- Factual updates to section 11 and Appendix 2 regarding planning application notifications and the display of site notices
- Factual updates to specific consultation bodies and duty to co-operate bodies in Appendix 1.

8.6 Some of the points raised by consultees relate to operational matters rather than the content of the SCI. While not necessitating changes to the SCI, this feedback is welcomed, and officers will consider the matters raised.

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

10.2 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.

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 Once adopted, the Council must demonstrate how it has used and complied with the consultation requirements set out in the SCI at the various stages of local development document preparation.

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. Summary of Options

- 16.1 Option 1 – To recommend that the Council adopts the revised Statement of Community Involvement (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 Option 2 -To recommend that the Council does not adopt the revised Statement of Community Involvement, but instead waits 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.

16. Conclusion

- 1.1. Following a seven-week period of consultation on the updated Statement of Community Involvement (SCI), a final version of the SCI has been produced for adoption. This is an update to the SCI adopted in July 2019 and will provide the framework for how the Council will engage with communities in the preparation of the new Local Plan and in determining planning applications.

17. Background Papers

- 1.2. None

18. Appendices

- 1.3. Appendix 1 – Summary of consultation responses

Appendix 2 – 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 & Initials
Finance / S.151 Officer	20.6.24
Legal / Governance	20.06.2024
HR	-
Equalities	-
Director / CMB	17.06.2024
Lead Councillor	28/6/24
Executive Liaison/briefing	25.06.2024
Committee Services	28/6/24

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APPENDIX 1 – Statement of Community Involvement (SCI) Consultation Responses

Please let us know your views on 'Section 1: What is the statement of community involvement?'		
Respondent	Comments (summarised)	WBC Response
Change of Scene (Pam Robinson)	This looks inclusive and clear.	Comment noted.
NHS Frimley ICB (Lauren Pennington)	This section is clear and I understand how I can get involved.	Comment noted.
South Farnham Residents Association (Mrs Zofia Lovell - Chairman)	There are many long-standing residents' associations that have a great deal of local knowledge. Pre-application discussions prior to the application being lodged would benefit the decision timescale.	Update made to SCI - reference to Residents' Associations has been added to paragraph 11.6
Reside Developments (Andrew Munton)	Proper engagement is needed for those who don't usually engage, such as young families, people and families on housing waiting lists and younger people (as examples). This is easier than ever with digital consultation.	Comment noted. The SCI recognises that there are seldom heard groups in our communities including young people and those on low incomes and sets out that the Council will actively seek to involve these groups in the planning process.
David Howell	Raising awareness of this consultation has been poor.	Notification emails/ letters were sent to those on our database of contacts, and contacts on the recently introduced CommonPlace database were also notified. The consultation was also publicised on our website and social media.

Please let us know your views on 'Section 2: Why is community involvement important?'		
Respondent	Comments (summarised)	WBC Response
Change of Scene (Pam Robinson)	Clear and a good aspiration	Comment noted.
NHS Frimley ICB (Lauren Pennington)	Our experience is that WBC involve health bodies in the preparation of planning policy documents and invite us to provide views on planning applications.	Comment noted.
James Frankcom	Hard to reach communities living in affordable or council housing need to be contacted and involved.	Comment noted. The SCI recognises that there are seldom heard groups in our communities including those on low incomes and sets out that the Council will actively seek to involve these groups in the planning process.
Reside Developments (Andrew Munton)	This needs to include how you are going to do it, otherwise it is a meaningless statement.	Comment noted. Section 9 of the SCI sets out how the Council will engage with communities at each stage of the Local Plan preparation process. Section 11 sets out how you can be involved in planning applications.
David Howell	Waverley have performed adequately regarding Local Plan consultations. However in respect of other policy documents Waverley's performance is less satisfactory. Concern raised that Waverly Officers fail to consider properly comments made by residents. Concern also raised that Planning officers fail to consider the design of developments adequately and have sought to discourage planning committee members doing so.	Comments noted. Representations, including those in relation to design, are carefully considered in preparing policy documents and assessing planning applications.
Witley & Milford Parish Council (Sarah Nash)	Witley & Milford Parish Council strongly agrees with this statement, it is imperative that WBC engages with the local community and the Parish Council on any	Comments noted. The Council are engaging with the Town and Parish Councils as part of preparing the new Local Plan.

	proposals that might affect the parish and its residents and that real opportunity is given to shape plans from an early stage.	
South Farnham Residents Association (Mrs Zofia Lovell - Chairman)	<p>Should show commitment from Waverley in the text such as “The Government and <u>Waverley as the LPA is committed to.....</u>”</p> <p>Should include the following: The recent changes to the National Planning Policy Framework (NPPF) have increased protections for Neighbourhood Plans and recognised the time and effort communities invest in preparing them. Changes to the Levelling Up and Regeneration Act 2023 mean that, in future, decisions on planning applications will only be able to depart from plans, including neighbourhood plans, if there are strong reasons to do so.”</p>	<p>Comments noted. Update made to paragraph 2.1 of the SCI to highlight the Council’s commitment to engaging with the Waverley community.</p> <p>The suggested wording regarding the NPPF does not need to be included in the SCI, which is a procedural document and does not deal with neighbourhood plans.</p>
Please let us know your views on 'Section 3: Planning Policy Documents'		
Respondent	Comments (summarised)	WBC Response
Change of Scene (Pam Robinson)	Problematic that Parish and Town Councils are given the responsibility for creating a plan but are not required to consult. This means it is likely that the voices of marginalised residents are not included.	The SCI does not deal with consultation on neighbourhood plans. This must be undertaken in accordance with the Neighbourhood Planning (General) Regulations 2012.
NHS Frimley ICB (Lauren Pennington)	Important for Parish and Town Councils to engage with commissioning health bodies when developing Neighbourhood Plans.	Comment noted. Arrangements for consulting on Neighbourhood Plans are not covered by the SCI.

Farnham Society	<p>Having lots of supplementary documents (SPDs/supplementary plans gets confusing and can create a barrier for community involvement.</p> <p>Support current requirements for the inclusion of affordable housing as a part of new developments. Sites should be allocation in the Local Plan for keyworkers.</p>	<p>Comment noted. The planning reforms will result in most matters being dealt with in the Local Plan, with only a small number of supplementary plans on matters such as design codes.</p> <p>Comment regarding affordable housing doesn't relate to SCI but this issue will be considered in relation to the new Local Plan.</p>
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	Comments should be considered by officers. A site visit or a desk based decision, would benefit from local knowledge on any site, particularly if the Officer is new to the locality and particularly at the pre planning application stage.	Site visits are carried out in all cases to enable case officers to make their assessment of the proposal and comments submitted are carefully considered. Representations from the Parish and Town Councils and local organisations are helpful in highlighting local issues.
James Frankcom	Too long and complex for ordinary people to comment on.	Comment noted.
Reside Developments (Andrew Munton)	Just a statement with no actions or ideas.	Comment noted.
David Howell	<p>Issue of the number of documents to consider. All documents relating to planning applications should be in one place.</p> <p>The preparation of LPP1 took far too long and caused the Farnham Neighbourhood Plan to be out of date. Concern raised that Waverley officers haven't liaised with Town Councils and have not taken neighbourhood plan policies as seriously as they should.</p>	<p>Documents relating to a current application are stored on the electronic file. These files are accessible through the Council's website.</p> <p>Waverley officers are engaging in the early stages with Town and Parish Councils as part of the preparation of the new Local Plan.</p> <p>The Neighbourhood Plans form part of the statutory development plan against which planning applications are assessed.</p>

Cranleigh Parish Council	The Conservation Area Appraisal is an important document to enhance and preserve the character of the parish. The Council request full consultation on the Conservation Area Appraisal.	Comment noted. The Council will continue to consult on Conservation Area Appraisals.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	There are many long standing residents associations that have a great deal of local knowledge. Pre-application discussions prior to the application being lodged would benefit the decision timescale.	Update made to SCI - Reference to Residents' Associations has been added to paragraph 11.6
Please let us know your views on 'Section 4: Who do we consult?'		
Respondent	Comments (Summarised)	Response
Change of Scene (Pam Robinson)	As a charity who has been providing services to young people with disabilities in Waverley for 15 years now, we have been given no information about this consultation. We are part of a network of third sector organisations and so there is already a vehicle for this information to be shared by Waverley.	Comments noted. Notification letters were sent to those on our database of contacts. Organisations and individuals responding to this consultation will be added to the database and contacted in relation to future consultations on planning policy matters where they have consented to this.
NHS Frimley ICB (Lauren Pennington)	Our experience is that WBC engage appropriately with us as a health body.	Comment noted.
Reside Developments (Andrew Munton)	Unclear what the Council is going do and how. For example, Waverley don't propose (or have) development/agent forums. That alone is missing out on the wider experience there is to share.	The SCI sets out the Council's approach in broad terms. The detailed measures taken will reflect the type/ subject matter of the policy document or planning application. The Council has an Agents' Forum and uses the Surrey Development Forum to engage with a wider audience.
David Howell	Waverley are poor at consultation. Officers see it as a tick-box exercise and dismiss comments made by residents and the groups. More engagement would	Comment noted. The SCI sets out that comments on planning applications are summarised in the Officer report and full consideration is given. In respect of

	result if residents saw their views being acknowledged or incorporated in policy of planning officer reports.	comments on local plan consultations, we will prepare a consultation statement setting out how the comments have been considered.
Witley and Milford Parish Council (Sarah Nash)	The Parish Council will welcome engagement from WBC at every opportunity in the plan making process. The Parish Council have a lot of local knowledge and could make meaningful contributions to help shape the parish and would welcome a more collaborative approach to plan making.	Comment noted. The Council is engaging with Town and Parish Councils as part of the preparation of the new Local Plan and will continue to support the preparation of neighbourhood plans.
Farnham Society	Most younger communities do not read newspapers so reaching out and involving them needs rethinking. Social media must be embraced to advertise the need for community involvement. Eg local Facebook pages.	Comments noted. Social media posts are also used to notify users of consultations.
Please let us know your views on 'Section 5: Waverley's Approach to Consultation on the Local Plan'		
Respondent	Comments (Summarised)	WBC Response
Change of Scene (Pam Robinson)	Only found out about the consultation on BBC News. Did not see anything on social media.	Comment noted. The Council confirms that notification letters were sent to those on our database of contacts, and contacts on the recently introduced CommonPlace database were also notified. A media release was issued, which was covered by BBC South East. The consultation was also publicised on our website and social media.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	There should be more inclusivity at local level when sites come forward for the plan, e.g. Neighbourhood Plans that include site allocations, through discussion with developers and the community.	The Council is engaging with Neighbourhood Planning Groups in relation to the assessment of sites put forward in the Call for Sites. The draft Local Plan will be subject to public consultation in 2025. The SCI encourages developers to consult with the community before submitting planning

		applications which are likely to generate public interest.
David Howell	Notice of this consultation has been poor. Having an introductory page highlighting the questions that would be asked would be of help to residents and local community organisations.	A media release was issued and all organisations and individuals (where consent given) on the Council's local plan database were notified. In addition, notifications were sent to everyone on the CommonPlace database who has expressed an interest in consultations relating to Waverley. Whilst there is no statutory requirement to consult on an SCI, the Council has chosen to inform as many organisations and individuals as possible through its databases. Thank you for the suggestions regarding format which will be considered in relation to future consultations.
Land & Partners (Southern) Limited (Alex Dalton)	This Section should set out the different ways in which the Council will accept comments. The Council should be flexible to different methods of response whether in writing via email or via online portals/programs such as the one used for this consultation. The latter are not accessible to all and sometimes set out a too rigid framework to allow for a full response.	Update made to SCI - text has been added at para 5.4 to cover this.
Mr M A Tettenborn	The objectives are fine, not so sure about achievement.	Comment noted.
Witley & Milford Parish Council	Witley & Milford Parish Council keen to engage early on in the plan making process, particularly in relation to site allocations in order to make meaningful contributions in shaping development in the parish.	The Council is engaging with Town and Parish Councils as part of the early-stage preparation of the new Local Plan.
Farnham Society	In order to make this document readable for members we have had to reformat it so that the questions are asked below the written text of the Consultation	Thank you for your helpful feedback regarding the format. We will be providing downloadable material for future

	document, as a whole, and not on commonplace as it only reveals the questions one by one and not as a whole.	consultations to help to facilitate collaborative responses.
Please let us know your views on 'Section 6: What we do with your comments'		
Respondent	Comments (Summarised)	WBC Response
Change of Scene (Pam Robinson)	It is clear and comprehensible.	Comment noted.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	<p>Areas that are most affected will be those in the four main settlements. The words 'try to' are not necessary and should be the Council 'will' take account.</p> <p>To date Waverley have not kept the database up to date. This should be given a greater priority as some groups have been in existence for many years and were missed on this consultation. Waverley need to encourage Town and Parish Councils to be more involved and pass information on to their local communities and residents' associations.</p>	<p>All views are considered but it is not always possible for them to be reflected in the plans and planning decisions for the reasons given.</p> <p>Officers will discuss this further with SoFRA to ascertain which organisations were missed. The Council is reliant on organisations advising on any change in contact details and would encourage residents' associations to register on our CommonPlace platform to be notified of future consultations.</p>
David Howell	Often the issues raised in comments submitted are overlooked or are not responded to.	Comment noted. The SCI sets out that comments on planning applications are summarised in the Officer report and full consideration is given. In respect of comments on local plan consultations, a consultation statement will be published setting out how the comments have been considered.

Please let us know your views on 'Section 7: How do you find out what difference your comments have made?'		
Respondent	Comments (Summarised)	WBC Response
Change of scene (Pam Robinson)	This should be shared more widely than just being placed on the Council's website and findings should be shared in a "You said, we did" style	Thank you for your suggestion. We will do this where we can through CommonPlace in respect of representations on planning policy documents.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	All of the principles are very commendable, however this consultation via Commonplace was difficult to pass on to local residents to encourage their participation. It was also difficult to have access to pdf document to read in advance in order to comment online hence SOFRA have written this letter as well as responding to the consultation online.	Thank you for your comments. This feedback is helpful. We will be providing downloadable material for future consultations to help to facilitate collaborative responses.
Farnham Society	Cannot yet agree that consultation comments have been taken into consideration as past evidence shows lack of communication on this front.	Comment noted. The SCI sets out that, unfortunately, due to the volume of representations that are received, we do not provide individual responses. However, full consideration is given to comments made on planning applications and comments are summarised in the Officer report. In respect of comments on local plan consultations, a consultation statement is published setting out how comments have been considered. We will also give feedback on consultations undertaken through CommonPlace.

Please let us know your views on 'Section 8: Preparing Local Plans and Supplementary Planning Documents (SPDs)'		
Respondent	Comments (Summarised)	WBC Response
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	It is essential for para 8.5 that the database is up to date and interested parties of all kinds can be contacted.	Agreed. The Council has sent out notifications, where we have consent, to our database of organisations and individuals that have previously commented on the Local Plan (approximately 1,700) as well as those on the CommonPlace database. The Council is reliant on organisations advising on any change in contact details and would encourage residents' associations to register on our CommonPlace platform to be notified of future consultations.
Reside Developments (Andrew Munton)	There's no reference to speaking to groups about what additional guidance might be needed by users of the planning system.	Comment noted. CommonPlace will be used to share information on the Local Plan process. Other sources of guidance will be sign-posted.
David Howell	disappointed	Comment noted.
Please let us know your views on 'Section 9: Current processes for preparing a Local Plan and Supplementary Planning Documents'		
Respondent	Comments (Summarised)	WBC Response
Change of Scene (Pam Robinson)	It would be useful to know the timeline, not just the process. The end result will depend entirely on the quality and quantity of responses. You have not advertised this widely enough to get a good response.	The timeline for the preparation of the new Local Plan is set out in the Local Development Scheme: Waverley Borough Council - Local plan timetable (Local Development Scheme) No additional SPDs are currently proposed due to the government's planning reforms.

		The SCI consultation was widely publicised. The quantity of responses reflects that it is a procedural document.
Farnham Society	<p>This document has not made enough reference to where a Neighbourhood Plan has been brought into force the LPA should take its policies and proposals into account when preparing the local plan. So far Farnham's Neighbourhood Plan Review has been held back awaiting information from Waverley BC.</p> <p>It is important for local plans to make appropriate reference to neighbourhood plan policies and proposals and similarly for neighbourhood plans to acknowledge local plan policies that they relate to.</p>	The SCI does not cover neighbourhood plans. The Local Plan sets out the strategic policies that neighbourhood plans must be in general conformity with. The Council is preparing evidence to underpin these policies and will be sharing this with neighbourhood planning groups as soon as possible.
David Howell	Progress appears to be disappointing or communicating progress appears to be disappointing.	Comment noted. The timeline for the preparation of the new Local Plan is set out in the Local Development Scheme: Waverley Borough Council - Local plan timetable (Local Development Scheme)
Land and Partners (Alex Dalton)	It is not clear whether the Local Plan process will include an Issues and Options consultation document and/or a Preferred Options consultation as the Regulation 18 stage. Both are valuable consultation documents to allow early engagement on broad principles.	The timeline for the preparation of the new Local Plan is set out in the Local Development Scheme: Waverley Borough Council - Local plan timetable (Local Development Scheme) . This may change if and when the government provides Regulations to implement the reforms to the Local Plan process. The Council is currently focused on preparing a Regulation 18 draft plan as quickly as possible. In advance of that, we will be seeking input on an ongoing

		basis but it is not intended that there will be a specific Issues and Options document.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	This document has not made enough reference to where a Neighbourhood Plan has been brought into force the LPA should take its policies and proposals into account when preparing the local plan. So far Farnham’s Neighbourhood Plan Review has been held back awaiting information from Waverley BC. It is important for local plans to make appropriate reference to neighbourhood plan policies and proposals and similarly for neighbourhood plans to acknowledge local plan policies that they relate to.	The SCI does not relate to neighbourhood plans. The Council is committed to engaging with Neighbourhood Planning Groups in preparing the Local Plan. The Local Plan sets out the strategic policies that neighbourhood plans must be in general conformity with. The Council is preparing evidence to underpin these policies and will be sharing this with Neighbourhood Planning Groups as soon as possible.
Witley & Milford Parish Council (Sarah Nash)	Witley & Milford Parish Council would request meetings with officers when discussions comments over specific site allocations, before options are published. If the Parish Council does not allocate sites in its review of the Witley Neighbourhood Plan, it would expect to be fully engaged in this process with WBC through the production of the new Local Plan.	The Council is engaging with Town and Parish Councils throughout the preparation of the new Local Plan. Officers will meet with Witley & Milford PC.
Please let us know your views on 'Section 10: What other planning documents can you comment on?'		
Respondent	Comments (summarised)	WBC Response
Change of Scene (Pam Robinson)	How will the Council decide on who they consult?	The consultation groups are set out in Appendix 1 of the SCI. This includes statutory organisations in the Local Plan process and other consultation bodies.

David Howell	Question of whether it is acceptable to say 'where it is deemed appropriate'	Update made to SCI – additional wording added to say “where it is deemed appropriate in preparing these documents.”
Farnham Society	Brownfield development is greatly preferable to using grade A (potential food producing) agricultural land to build. Questions received on the Farnham Park SANG and the process of how SANG is obtained,	Comment noted. This matter will be addressed through the Local Plan and Neighbourhood Plans rather than the SCI, which is a procedural document. Officers will respond separately to questions in relation to SANG.
Please let us know your views on 'Section 11: How can you be involved in planning applications?'		
Respondent	Comments (Summarised)	WBC Response
Tice's Meadow (Mark Elsoffer)	There should be a mechanism to register an interest to be automatically consulted on any planning applications within an Xkm radius of a provided postcode. It's very easy to not find out about a planning application on neighbouring land until it is too late.	Details of notification undertaken for planning applications are set out in Appendix 2 of the SCI. These comply with statutory requirements. The Council will investigate whether it is possible to set up the option of an automatic alert.
Change of Scene (Pam Robinson)	There is no timescale at all given in this process. People pay to seek planning permission, therefore as service users they should be given a clear timeline which should be adhered to by the Council.	Once a planning application has been validated, the Council should make a decision on the proposal as quickly as possible, within the statutory time limit unless a longer period is agreed in writing with the applicant. The statutory time limits for applications for planning permission are set out in article 34 of the Town and Country Planning (Development Management Procedure (England) Order 2015 (as amended).

<p>South Farnham Residents Association (Mrs Zofia Lovell – Chairman)</p>	<p>Concern raised that there is no telephone access to officers.</p> <p>It is essential that pre planning discussions happen at the earliest possible time to enable the process to work to the benefit of all.</p> <p>Waverley should actively promote pre application community involvement at the earliest opportunity with the applicant/developer. The SCI should reflect a more pro-active approach by LPAs to including the community in the pre-app stage, especially if the proposed development involves 10 + dwellings, or is in a sensitive location or in a location not agreed by eg. A Neighbourhood Plan. Also worth considering the need for different processes for public engagement with outline permission applications and full applications?</p> <p>Planning is more than just following Policy blindly and complying with regulations just to achieve an outcome. Earlier community involvement would highlight matters of local knowledge, creating a less adversarial approach.</p> <p>It is worth noting that there are occasions when applicants amend an application following a consultation response they have read online. Question raised of how amendments after submission affect the decision date.</p>	<p>Comments noted. Some of the issues raised relate to operational matters rather than the content of the SCI. Officers will liaise with SoFRA to discuss these matters in more detail.</p> <p>The SCI encourages pre application discussions with the local community.</p> <p>Applications are determined in accordance with the most up to date plans.</p>
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Reside Developments (Andrew Munton)	There needs to be a change in the length of time applicants get to speak at committees. The number of objectors and councillors allowed to speak is at odds with what the applicant is allowed. A forum or similar to engage with councillors would also be a useful tool.	Comments noted. The Council's scheme for public speaking is subject to a separate policy and sits outside the scope of the SCI.
David Howell	<p>Some links fail to work. More detail could be provided on the process of public speaking and the determination of applications in respect of numbers and dates responses are received.</p> <p>Officers fail to notify neighbours and residents of changes to the applicant's proposals in some cases, and some statutory consultees.</p> <p>Concern raised that availability to communicate with case officers is poor, Officers have failed to complete site notes when visiting applications sites, site visits have been cursory, completed in minutes, a photo here a photo there. Requests for officers to view the impact of proposals on a neighbouring property are ignored.</p> <p>Appendix 1 fails to record that South East Water provides water to the Farnham area.</p> <p>Concern raised regarding ward councillors being unable to vote at committee where the application is within their ward.</p> <p>Pre App consultant advice should be published with the application.</p>	<p>Thank you for alerting us to this. Links have been checked and updated.</p> <p>The Council's scheme for public speaking is subject to a separate policy and sits outside the scope of the SCI.</p> <p>Officers do visit neighbouring properties when requested to do so.</p> <p>Update made to SCI - South East Water added to list of consultees in Appendix 1.</p> <p>Pre-application advice is currently not published but this will be considered when the Pre-Application charging process is reviewed.</p>

Farnham Society	<p>Concern raised that there is no telephone access to officers.</p> <p>Waverley should actively promote pre application community involvement at the earliest opportunity with the applicant/developer. The SCI should reflect a more pro-active approach by LPAs to including the community in the pre-app stage, especially if the proposed development involves 10 + dwellings, or is in a sensitive location or in a location not agreed by eg. A Neighbourhood Plan. Also worth considering the need for different processes for public engagement with outline permission applications and full applications?</p> <p>There are occasions when applicants amend an application following a consultation response they have read online. Question raised of how amendments after submission affect the decision date.</p> <p>WBC software for planning applications is very user unfriendly and has been for years now. This results in difficulty of viewing applications for the public when compared to the software being used by East Hants or Guildford.</p> <p>The recent changes made for the Planning committees has been a retrograde step away from community involvement.</p>	<p>Comments noted. Some of the issues raised relate to operational matters rather than the content of the SCI. Officers will liaise with the Farnham Society to discuss these matters in more detail.</p> <p>The SCI encourages developers to consult with the community before submitting planning applications which are likely to generate public interest.</p>
Farnham Town Council	<p>Although the Towns and Parish are consulted on planning applications, Planning Officers must ensure that where clarification is sought, points are addressed or communicated to Applicants/Agents and back to</p>	<p>Comments noted.</p>

	Towns and Parishes. Farnham Town Council has seen improvement in communication recently.	
Please let us know your views on 'Section 12: Planning Enforcement' (Summarised)		
Respondent	Comments (Summarised)	Response
Tice's Meadow (Mark Elsoffer)	Past experience has shown Waverley's planning enforcement is ineffective.	Planning enforcement powers can only be used where it is necessary in the public interest. Alleged breaches of planning control will be individually assessed on their planning merits and enforcement action will be taken where it is expedient to do so. Councils must act in a proportionate manner. The Local Planning Enforcement Plan sets out the Council's local policy relating to enforcement: Waverley Borough Council - Local Planning Enforcement Plan
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	Planning Enforcement to date at Waverley has been poor mainly due to lack of staff. It is hoped that will improve and needs to be addressed.	Comments noted.
David Howell	The enforcement team seem bias towards getting breaches authorised rather than preventing them or having them taken down	Planning enforcement powers can only be used where it is necessary in the public interest. Alleged breaches of planning control will be individually assessed on their planning merits and enforcement action will be taken where it is expedient to do so. Councils must act in a proportionate manner. The Local Planning Enforcement Plan sets out the Council's local policy relating to enforcement: Waverley Borough Council - Local Planning Enforcement Plan

Farnham Society	<p>Breaches in the conservation area of Farnham have come into the category of breaches 'cause no material harm'.</p> <p>Recognise some breaches might be considered 'minor issues' but concern raised that this may set a precedent in future. Concern raised about large scale breaches within the Brightwell development.</p>	<p>These comments relate to the matters outside the SCI. The Council must act in a proportionate manner. The Local Planning Enforcement Plan sets defines the appropriate form of response to various breaches of planning control: Waverley Borough Council - Local Planning Enforcement Plan.</p>
Please let us know your views on 'Section 13: How well are we doing?'		
Respondent	Comments (Summarised)	WBC Response
Change of Scene (Pam Robinson)	<p>Concern raised that no notification was received relating to planning application next door. Change of Scene are a charity using the land to provide a service to Surrey children and young people.</p>	<p>Comments noted. This relates to a specific application rather than the SCI itself.</p>
David Howell	<p>in a word 'poorly', or in two words 'very poorly' to be honest.</p>	<p>Comments noted.</p>
Farnham Society	<p>This has not been a resource efficient way of consultation as it is not designed for collaborative civic communities, which only allows for one individual to fill out the survey under the umbrella of one individual email account.</p> <p>The length of this consultation has also put many people off and been difficult to engage or interest members of the community.</p>	<p>Comments noted. We will be providing downloadable material for future consultations to help to facilitate collaborative responses.</p> <p>We value feedback regarding this consultation and will be taking comments on board for future engagement.</p>
South Farnham Residents Association	<p>Concern raised about lack of continuity of staffing and lack of communication with Officers.</p>	<p>Comments noted. These comments relate to operational matters outside the SCI.</p>

Please let us know your view on 'Appendix 1: Consultation Groups Involved in Local Plan production'		
Respondent	Comments (Summarised)	WBC Response
Tice's Meadow (Mark Elsoffer)	As a community volunteering group who manage a nature reserve, we rarely get consulted on planning applications adjacent to the nature reserve.	Comments noted.
Change of Scene (Pam Robinson)	Consultation with charities and other voluntary sector organisations does not seem to happen.	Consultation is set out in the SCI. Organisations are encouraged to register on our CommonPlace platform to be notified of future consultations.
NHS Frimley ICB (Lauren Pennington)	Please note that North East Hampshire and Farnham Clinical Commissioning Group has been replaced by NHS Frimley Integrated Care Board	Update made to SCI - list in Appendix 1 has been updated to include NHS Frimley Integrated Care Board.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	Communication with community groups and residents associations must improve. Officers need to seek local information to assist in the appropriate decision making process.	Update made to SCI – reference to Resident's Associations has been added to the SCI.
Badshot Lea Community Association (Cliff Watts)	The list above is very comprehensive. The method of communicating with the Other Consultees could be better.	Comments noted.
Reside Developments (Andrew Munton)	Concern that applicants/developers are listed at the end.	WBC confirms that the list of other consultees is not in priority order.
David Howell	East Surrey Water missing.	Update made to SCI – South East Water added to list of consultation bodies.
Farnham Society	Please include The Farnham Society on Consultations	WBC confirms that the Farnham Society is on our consultation database.

Janette Gallini	Concern raised that South East water is not listed as a statutory consultee.	Update to SCI – South East Water has been added to the list.
Please let us know your views on 'Appendix 2: Details of notification undertaken for planning applications'		
Respondent	Comments (summarised)	WBC Response
Change of Scene (Pam Robinson)	I don't think these are adhered to	Comments noted.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	Pre application discussion including Officers, Applicants and local community groups will improve the outcome for all parties.	Comments noted. Paragraph 11.6 of the SCI encourages early discussions with the local community and relevant organisations and groups.
Southern Water (Charlotte Mayall)	Southern Water is pleased to note that relevant infrastructure providers will be consulted on major development and applications requiring EIA. We would also wish to be consulted on any major development application that is a departure from the local plan, in order for us to plan for any capacity upgrades that might be needed should the application gain consent.	Comments noted.
Badshot Lea Community Association (Cliff Watts)	The notification process for planning applications is okay. Notification at the pre app stage would be a very welcome improvement for local community consultation.	The SCI sets out that applicants or developers are encouraged to consult with the community before submitting planning applications which are likely to generate public interest.
David Howell	helpful	Comment noted
Farnham Society	We receive a weekly Planning application list	Comment noted
Do you have any other comments to make on the Statement of Community Involvement 2024 Update?		

Respondent	Comments (Summarised)	WBC Response
Change of Scene (Pam Robinson)	I am concerned that you have not made every attempt to include those residents who are marginalised or have fewer resources.	Comment noted. The SCI sets out that the Council will continue to promote social inclusion by actively seeking to involve 'seldom heard' groups in the planning process.
NHS Frimley ICB (Lauren Pennington)	Understanding the impact on healthcare providers of additional population growth should be a stronger element of the Local Plan.	Comment noted. The Council will engage with healthcare providers in preparing the Local Plan and the Infrastructure Delivery Plan.
Munstead and Tuesley Parish Council	Can the identity of those commenting on planning applications be kept confidential? This will encourage wider community involvement.	Representations on planning applications cannot be made anonymously but details can be found here of how to submit comments without names and addresses being displayed online: Waverley Borough Council - How to comment on a planning application.
South Farnham Residents Association (Mrs Zofia Lovell – Chairman)	Consultation process online has been inadequate as it was too much to read in one go and difficult to manage when making comments online.	Comment noted. The Council will be providing downloadable material for future consultations.
James Frankcom	Asking ordinary people to comment on these very lengthy pages is unreasonable and a more intelligent way of doing this needs to be found.	Comment noted. The Council will be providing downloadable material for future consultations. CommonPlace will be used to provide simplified information on the Local Plan and provide an easy way to give feedback. However, formal representations on the Local Plan will need to be made on the full document. The Council will try to make this as succinct as possible.

Badshot Lea Community Association (Cliff Watts)	Encourage officers and applicants to engage with community groups at the earliest possible time ie at the pre application stage.	Comment noted. Paragraph 11.6 of the SCI encourages early discussions with the local community and relevant organisations and groups.
David Howell	disappointing	Comment noted
Farnham Society	Too long for community involvement	Comment noted. The Council will be providing downloadable material for future consultations.
Elmbridge Borough Council	Elmbridge Borough Council have no comments to make at this time	Noted
Farnham Town Council	<p>Farnham Town Council values the involvement of the community in decision making in Farnham and Waverley as a whole.</p> <p>With regard to the use of CommonPlace as a consultation tool, it is vital to include evidence and other documents as PDFs to enable those responding to consultations to review outside of the limited 'window' within CommonPlace.</p>	Comment noted. The Council will be providing downloadable pdfs for future consultations.
Historic England	The consultation process detailed in the SCI should be adequate in meeting the requirements of the Local Development Regulations 2004. It will be important to ensure that stakeholder organisations with interests and responsibilities in the historic environment, at national and local levels, are fully involved throughout the consultation process.	Comments noted
National Highways	Highways England has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act	Noted

	2015 and is the highway authority, traffic authority and street authority for the strategic road network (SRN). Reviewed this consultation and its supporting documentation and have 'No Comments'	
Natural England	Supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. Unable to comment, in detail, on individual Statements of Community Involvement.	Noted
Rushmoor Borough Council	We have no comments to make at this time, but please continue to notify us of future consultations.	Noted
South Downs National Park	Supportive of WBC's continuing liaison with neighbouring authorities, including the SDNPA, to ensure that cross-boundary strategic priorities are fully addressed. Recommend additional text is included under "Duty to Cooperate" to recognise the need for a joint approach with the SDNPA, with regard to development and change within the setting of the SDNP, and reference to the South Downs PMP.	Update made to SCI – neighbouring local authorities are duty to co-operate bodies.
Surrey County Council	We do not have any comments to make on the SCI.	Noted
CPRE	No comments on the SCI which seems to encompass the relevant procedural issues.	Noted
L.S. Dadek	Representation received raising a number of points about planning in rural areas.	Representation doesn't relate to SCI but respondent will be consulted on future Local Plan consultations.

Anonymous comment summaries (16 received):

Consultation on the SCI was the first time that CommonPlace had been used by the Council. The initial CommonPlace set-up allowed respondents to leave comments with only their email address. Despite rectifying this quickly and contacting respondents for missing detail of name or organisation, 16 of the responses remain anonymous. As this is a non-statutory consultation, these responses have been considered in finalising the SCI. The CommonPlace site has been revised to make it clear that contact details need to be provided when submitting formal representations on planning policy documents.

Anonymous representations are summarised below. Most points are already covered in the table above. Additional points relating to the SCI are as follows:

There should be local referendums on all planning matters.	The planning system operates according to national legislation. The Council will have regard to local views, including those expressed through surveys undertaken on CommonPlace. However, decisions must be based on material planning considerations rather than the volume of representations. At present, only the preparation of neighbourhood plans involves a referendum. Neighbourhood plans are not covered by this SCI.
Statutory consultees include Surrey Access Forum for any planning that affects public recreation, the open spaces society for common land and Village Greens and for highways the Ramblers, Cycling uk and the British horse society.	These are not statutory planning consultees, but some are already on the Local Plan database (they come under 'other consultees' referred to in the SCI). The remaining organisations will be added if contact details are publicly available.
There are very few wildlife conservation organisations consulted at present, which are important to help avoid focusing only on the limited scope of Biodiversity Net Gain - please add more such organisations, e.g. Surrey Wildlife Trust, Swifts Local Network, House Martin Conservation, RSPB etc.	

It is important to consult with key cultural and faith institutions, such as the Waverley Abbey Trust in addressing the cultural and faith needs of the Borough. Specific discussion over improving the role of Waverley Abbey for the community is requested.	The Waverley Abbey Trust will be added to the Local Plan database.
Should publish planning applications in the local paper.	Weekly lists are available on the Council's website and are provided to the local newspapers, who generally choose to publish them.

Please let us know your views on 'Section 1: What is the statement of community involvement?'

- The document is too long.
- There should be local referendums on all planning matters.
- Concern raised that the public are not really involved and views not really considered.
- No mention of Surrey County Access Forum which is the statutory consultee on public recreation.
- Raising awareness of this consultation has been poor.
- Genuine community involvement is very necessary.
- It is intended to give residents/council tax payers an earlier and better voice in future developments.

Please let us know your views on 'Section 2: Why is community involvement important?'

- Referendum for all planning decisions.
- Importance of engaging with young people.
- Concern raised that local and individual input can be circumvented by applicants appealing to higher authorities who don't take local opinion into consideration.

Please let us know your views on 'Section 3: Planning Policy Documents'

- The document is too long and complex. Question of how many people will read it.
- Question raised of whether the SCI will be adhered to.

- There is no pre advice engagement with statutory consultees in public recreation.

Please let us know your views on 'Section 4: Who do we consult?'

- Residents of the area should be consulted.
- Importance of considering input from Healthcare, Environment Agency, local schools, and highways.
- Pleased to see recognition of the hard to reach and under-represented groups and individuals.
- Statutory consultees include Surrey Access Forum for any planning that affects public recreation, the open spaces society for common land and Village Greens and for highways the Ramblers, Cycling uk and the British horse society.
- Importance of engaging with young people.
- It seems to cover all bases.

Please let us know your views on 'Section 5: Waverley's Approach to Consultation on the Local Plan'

- The document is too long and not clear and jargon free.
- There is a need for improved communication to alert members of the community to consultations.
- Consultation should be via a local referendum on all local issues.
- Present protocols and procedures do not meet the requirements for public consultation.
- Only heard about the consultation on BBC News.
- Makes sense.
- Could be improved with more on the 'how' - most people are not regularly in touch, and we could do better with locally convened events and communications.

Please let us know your views on 'Section 6: What we do with your comments'

- There will always be both relevant and irrelevant comments made.
- Local voters should have decision making.
- Concern raised that objections are not considered.
- Makes sense.

Please let us know your views on 'Section 7: How do you find out what difference your comments have made?'

- Concern raised that this won't be adhered to.
- Voters will have full veto power via a referendum.
- Document should also be sent electronically to all who had commented.
- It will be crucial to alert subscribers to new website publications on this topic.

Please let us know your views on 'Section 8: Preparing Local Plans and Supplementary Planning Documents (SPDs)'

- Concern raised about the cost of consultations and the lack of practical effects for the local community.
- Only local views of the voters should be considered by referendum.
- Concern raised that objections are dismissed by the Council.
- Concern raised about the influence of central government on local matters.

Please let us know your views on 'Section 9: Current processes for preparing a Local Plan and Supplementary Planning Documents'

- The document is too long and complex.
- Concern raised about the Local Plan and more growth.
- Planning applications should be published in the local paper.
- Importance of the final plan being adhered to.
- Concern raised about legal challenges being dismissed and the lack of engagement on matters relating to SANGs and public open space.

Please let us know your views on 'Section 10: What other planning documents can you comment on?'

- Concern raised that the SCI won't make a difference.

- Local referendums on planning decisions
- Question raised of who deems the engagement appropriate.
- Concern raised that WBC has not undertaken meaningful engagement.
- Good idea.

Please let us know your views on 'Section 11: How can you be involved in planning applications?'

- Final veto power via a local referendum for all planning applications.
- Concern raised that, as a resident, you have to work hard to find what is going on regarding planning and developments.
- Planning requests should be printed in the local paper.
- The Planning Officer should be better supported when an applicant appeals to a higher authority and more weight should be given to the Planning Officer's decision/ objection and local interest should prevail.
- Concern raised that WBC does not consider material or significant considerations relating to public recreation, including commons and village greens, and highway statutory consultees for rights of way and SANGs.

Please let us know your views on 'Section 12: Planning Enforcement'

- Local referendum on all planning infringements.
- Concern raised about the effectiveness of the process.
- Appears to be transparent.

Please let us know your views on 'Section 13: How well are we doing?'

- Mandatory local referendum on all council decisions.
- The Council doesn't have much choice.

Please let us know your view on 'Appendix 1: Consultation Groups Involved in Local Plan production'

- The local voters should have final veto powers via a referendum.
- The list of people is relevant and correct, however they are underfunded and views not considered.

- Question raised of whether lists are in order of the weight of consideration given.
- Surrey County Access Forum not mentioned which is the statutory consultee for public recreation and highway statutory consultees such as the Ramblers, Cycling UK and the British Horse Society
- There are very few wildlife conservation organisations consulted at present, which are important to help avoid focusing only on the limited scope of Biodiversity Net Gain - please add more such organisations, e.g. Surrey Wildlife Trust, Swifts Local Network, House Martin Conservation, RSPB etc.
- Seems a sensible list.

Please let us know your views on 'Appendix 2: Details of notification undertaken for planning applications'

- The planning department should keep to its statutory timescales.
- Concern raised that objections don't make a difference.
- All notifications to be via email to all registered voters and online voting portal for all referendums.
- Concern raised regarding applications that are departures from the Local Plan.
- Applications or pre planning engagement involving public open space or rights of way must be sent to all the relevant statutory consultees at the earliest moment
- Notifications should be posted on the website and Commonplace.

Do you have any other comments to make on the Statement of Community Involvement 2024 Update?

- Local voter veto power on all decisions by the council.
- A written response is needed to the issues raised.
- More effort must be spent in giving residents support and resident's views should be taken on board.
- The document is long and contains lots of exceptions and is open to interpretation.
- It is important to consult with key cultural and faith institutions, such as the Waverley Abbey Trust in addressing the cultural and faith needs of the Borough.

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

Adopted
XXX

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 Involvement¹ (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?

¹ 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 is committed to engaging with the Waverley community, including seldom heard and previously under-represented 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.² 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:

- Alfold Neighbourhood Plan
- 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
- *Cranleigh Neighbourhood Plan (if made in advance of Council)*
- *Elstead & Weyburn Neighbourhood Plan (if made in advance of Council)*

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

² Localism Act 2011 paragraph 113

are set out in the Neighbourhood Planning (General) Regulations 2012.³ These include publicising the intention to produce a Neighbourhood Plan on its website⁴, 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 CCGs⁵ 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

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

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

⁵ Clinical Commissioning Group

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

- 4.6. Waverley has a resident population of 126,600. There are also around 8,000 businesses⁶, 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. **Seldom Heard 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 seldom heard 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 seldom heard 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 and through the Council's planning consultation hub at <https://planningwaverley.commonplace.is/>
- 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.

⁶ *Waverley's Economic Development Strategy 2018 - 2032*

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 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. 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.
- 5.4. Feedback on the emerging Local Plan may be provided through consultation events and surveys, but all formal representations must be made in writing. It is most efficient for this to be done through our online consultation portal as this ensures that all necessary information is provided and allows this to be collated for consideration by the Council. However, we recognise that not everyone is able to do this and we will also accept representations by email or letter.
- 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

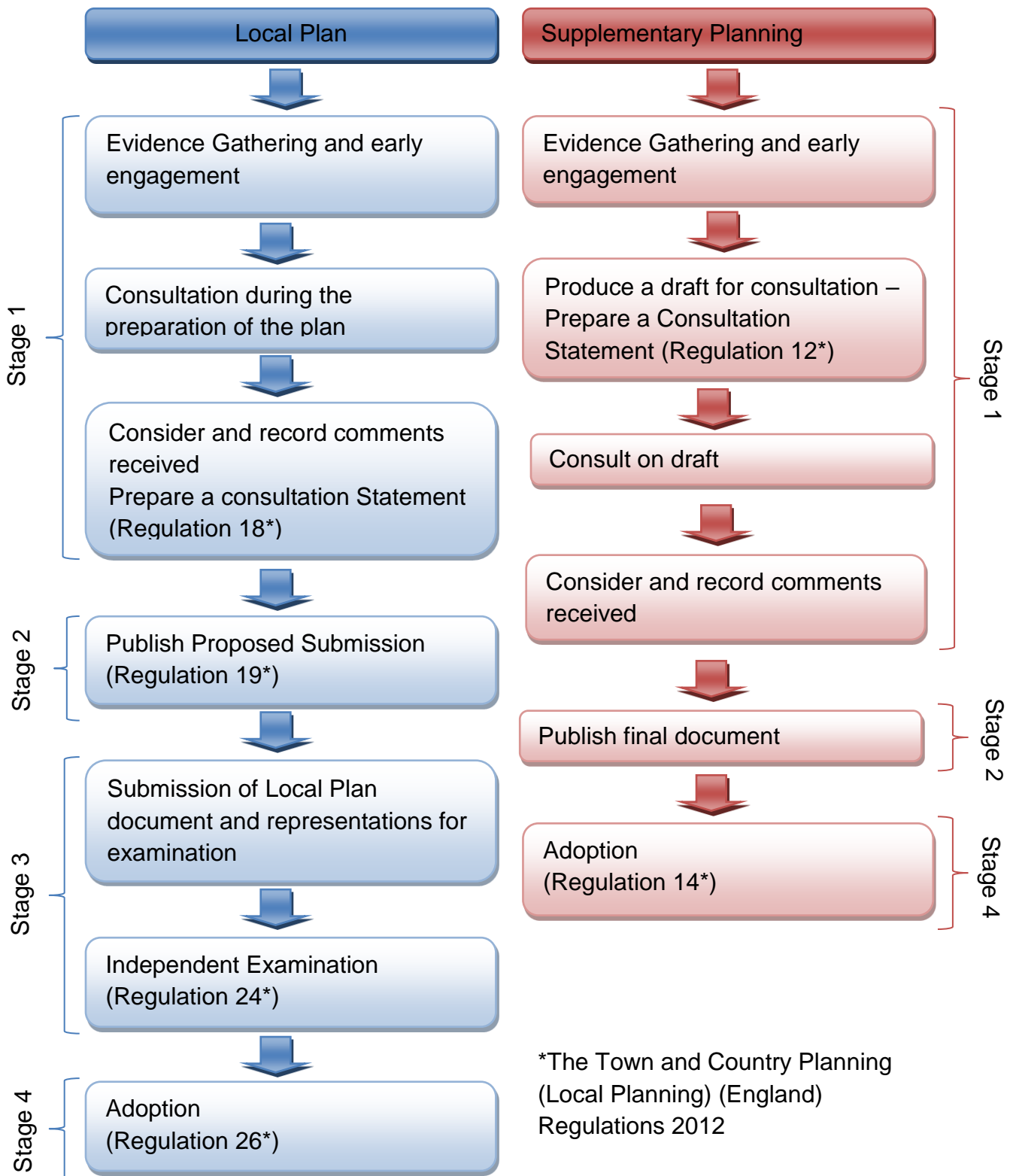
8.4. Each of these stages is discussed in the next section detailing what the Council will do to engage people.

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 diagram⁷ 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.**

⁷ 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 requirement⁸. 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.

⁸ 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 preparation⁹. 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 requirements¹⁰, 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 weight¹¹. Once a Local Plan is adopted, this becomes part of the statutory Development Plan. Once a

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

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

¹¹ 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.¹² 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 adopted¹³. 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. Depending on the subject matter, the Council will engage with local residents, communities and organisations where it is deemed appropriate in preparing these documents.

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

¹³ 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. How can you be involved in Planning Applications?

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. 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 including residents' associations, 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 certain circumstances 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
- 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 consultation.planning@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:

- i. Representations of objections and support
- ii. Advice from external specialists such as Natural England or Historic England
- iii. Government guidance
- iv. Comments from Town and Parish Councils
- v. 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 the 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 [Council and committee meetings](#) 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 [Planning enforcement and breaches of planning control](#) 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 NHS Frimley Integrated Care Board (formerly North East Hampshire and Farnham Clinical Commissioning Group).
- Surrey Police
- Police and Crime Commissioner
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Thames Water, South East 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
- Neighbouring local authorities

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, chambers of commerce, business improvement districts, commercial companies
- 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

Type of Development	Statutory Publicity Requirement	How the Council will publicise applications
Major Development: Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more. Other development: 1000m ² 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"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site properties • Display a site notice at or near the site • Consult relevant infrastructure provider
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	Newspaper advertisement (14 days) and Site notice (30 days)	The Council will: <ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site • Consult relevant infrastructure providers
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"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site properties • Display a site notice at or near the site
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"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site

Minor Development: Residential development involving less than 10 homes. Other development: floor space is less than	1000m2 Site Notice (21 days) Or Neighbour notification (21 days)	The Council will: • Notify neighbours with adjoining boundaries to the application site
Change of use applications	Site Notice or Neighbour Notification	The Council will: • Notify neighbours with adjoining boundaries to the application site
Householder developments	Site Notice or Neighbour Notification	The Council will: • Notify neighbours with adjoining boundaries to the application site
Development affecting the setting of a listed building	Newspaper advertisement (21 days) and Site notice (21 days)	The Council will: • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site
Listed Building consent for works affecting the exterior of the building	Newspaper advertisement (21 days) and Site notice (21 days)	The Council will: • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site. • Display a site notice
Development affecting the character of a conservation area.	Newspaper advertisement (21 days) and Site notice (21 days)	The Council will: • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice

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 (21 days)	The Council will: <ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice
Advertisement Applications	None	None
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"> • Notify neighbours in adjoining and opposite properties. • Display a site notice
Notice of works to trees in conservation areas	None	The Council will: <ul style="list-style-type: none"> • Notify neighbours with adjoining and opposite boundaries to the application site • Display a site notice
Certificates of Lawfulness for Existing Use and Development	None	The Council may notify neighbours with adjoining boundaries to the application site
Certificates of Lawfulness for Proposed Use and Development	None	None

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Waverley Borough Council

Report to: Executive

Date: 9 July 2024

Ward(s) affected: Farnham Castle

Report of Director: Place

Author: Caroline Wallis, Asset Investment Manager

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Executive Portfolio Holder: Mark Merryweather

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Report Status: Part Exempt

Key Decision: Yes

Wey Court East Roof Replacement

1. Executive Summary

- 1.1 This report seeks approval of a capital budget for repair works to a Council owned asset – Wey Court East, Farnham.
- 1.2 The requirement has been identified whilst undertaking an existing project to remodel the building to become a new doctor's surgery.
- 1.3 The works required are roof replacement works.
- 1.4 The existing project is an internal remodelling project, however water entering the building has led to identifying the need for replacement.

- 1.5 Due to the nature of the complex and aging roof, together with the opportunity to complete work during the current remodelling works, it is recommended that a budget for full replacement is approved.

2. Recommendation to Executive

That the Executive approves:

- 2.1 A supplementary estimate of £207,718.96 for roof replacement works at Wey Court East, Farnham.
- 2.2 To delegate authority to the Assistant Director of Assets and Property to instruct and approve Wey Court East roof replacement works and to enter into all required contracts for the works.

3. Reason(s) for Recommendation:

- 3.1 To ensure the Council's asset Wey Court East is watertight since the discovery of water ingress.
- 3.2 To progress the long lease hold with the Downing Street Group Practice due to start after major refurbishment works are completed in September 2024.

4. Exemption from publication

- 4.1 Yes, part of the report
- 4.2 The confidential commercial information as prepared for this Report is to be treated as exempt from the Access to Information publication rules because it contains confidential financial data and is therefore exempt by virtue of paragraph(s) 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. Purpose of Report

- 5.1 To request a supplementary budget of £207,718.96 in support of roof replacement works at Wey Court East, Farnham. It is proposed that this is funded from additional borrowing, however as detailed in paragraph 10.6, overall the borrowing requirement for this scheme decreases when compared to the original approval due to the award of CIL.
- 5.2 To detail reasons for the budget request, the options considered and the recommended way forward for progression.

6. Strategic Priorities

- 6.1 Improving the health and wellbeing of our residents and communities. The decision will support and protect the Council's investment in delivering a new doctor's surgery for Farnham, delivering the multiple health and wellbeing benefits of a larger, more accessible facility delivering improved and expanded services.
- 6.2 Effective strategic planning and development management to meet the needs of our communities. The decision will support and protect the Council's investment in delivering a new doctor's surgery for Farnham, meeting the needs of the community in an improved existing building in a sustainable location.
- 6.3 Supporting a strong local economy. The decision will support and protect the Council's investment in delivering a new doctor's surgery for Farnham, demonstrating an investment in place as a way of supporting the local economy.
- 6.4 Taking action on Climate Emergency and protecting the environment. The decision will support and protect the Council's investment in delivering a new doctor's surgery for Farnham, improving the environmental performance of an existing building. The additional works implemented as a result of this decision will help address the impact of intense and sustained rain events.

7. Background

- 7.1 The Council is currently undertaking a construction project to remodel its property, Wey Court East, to become a new doctor's surgery in central Farnham.
- 7.2 The project to remodel Wey Court East is in construction phase.
- 7.3 The project did not include roof works. However, as the building has been opened up for works, multiple leaks from the roof have been discovered, which require addressing. The property was acquired by the Council in 2018, and as part of the acquisition, a building survey was carried out. No water ingress was present at acquisition; however, roof repairs were carried out in 2021 to the flat roofs, and a long-term guarantee secured for those roofs. Opening up of the building for the remodelling project together with the very wet weather in the years since acquisition have revealed leaks in the various pitched roofs.
- 7.4 Replacement of the failing tiled roofs has been instructed. However, it will not be possible to secure the requisite guarantees for the complicated interfaces with the existing zinc and lead roofs unless those roofs are also replaced.
- 7.5 There are also issues with the box gutters and outlets due to their original design and it is recommended to also address this matter at this time.
- 7.6 Instructing roof works now, so they can be completed before the existing building works are complete, is possible but cannot be delayed.
- 7.7 By instructing a full suite of works now, The Council would be de-risking the building from potentially significant future issues and be providing a more comprehensive final product for the new doctor's surgery in Farnham.

8. Consultations

- 8.1 The tenant is aware of the matter via monthly engagement meetings.

9. Key Risks

- 9.1 Adding works to the current construction contract carries the risk of overrun. This is mitigated by a contingency figure with the budget request together with the knowledge that the tenant can still move in should the roof works overrun.
- 9.2 Not undertaking the works would give The Council limited recourse should leaks occur in the future where the new roofs adjoin the old.
- 9.3 Not undertaking the works would risk future leaks in the newly invested-in building, during the term of the lease.
- 9.4 Converting the Agreement for Lease into the Full Repairing and Insuring Lease together with the commencement of rent payments may be compromised if the tenant cannot be assured of watertightness and warranties.
- 9.5 The building faces the Conservation Area, and the works may attract scrutiny of the materials and appearance. This is mitigated by replacing like-for-like within the proposal.

10. Financial Implications

- 10.1 The cost of the works is £228,544.72.
- 10.2 The remaining existing roof budget of £20,825.76 will be utilised.
- 10.3 The supplementary estimate requested is therefore £207,718.96.
- 10.4 The additional £208k is proposed to be funded by borrowing. However, due to the £700k of Community Infrastructure Levy (CIL) funding which was awarded for this project in the 2023/24 bidding

- cycle the overall borrowing requirement for the whole scheme will reduce.
- 10.5 The recent independent valuation exercise of Council assets valued Wey Court East at £7,185,000 demonstrating a rise from the £2,625,000 valuation in 2022/23.
- 10.6 Annexe 3 details the overall financial viability of this scheme for both the original approval and this revised request for roofing works. The revised calculation also includes the impact of the full CIL award. Compared to the original approved scheme and the revised costs, including this supplementary budget request, the income increases by £326k over the life of the asset. The payback period reduces from 29 years down to 28 years.

11. Legal Implications

- 11.1 The decision recommended in paragraph 2 of this Report is a Key Decision of the Council's Executive to be made in accordance with the Council's Constitution, Part 2, Article 12.3 (b) which can be found at the following link: [Waverley Constitution Oct 2022 Part 2 Articles](#).
- 11.2 The Council has an important role in maintaining and overseeing public services and infrastructure. With this role, comes a legal obligation, a duty of care, to ensure that its activities and decisions do not cause harm to individuals or to property.
- 11.3 Council liability claims can hold local authorities accountable for any breach of their duty of care. If someone suffers harm or damage to their person due to the council's negligence or improper actions, they may have grounds to make a compensation claim against the council. It is therefore crucial that the Works as recommended at paragraph 2 are carried out.
- 11.4 Further, although the provision of doctors' surgeries falls under the responsibility of the National Health Service (NHS) rather than local authorities, the Council owns the building at Wey Court and has

specific statutory duties related to public health as conferred by the Health and Social Care Act 2012 and whose key points are:

- i. **Public Health Functions:** Local authorities are responsible for various public health functions, including health improvement and health protection. These functions encompass areas such as promoting healthy lifestyles, preventing diseases, and addressing health inequalities.
 - ii. **Director of Public Health (DPH):** Each local authority must appoint a Director of Public Health (DPH). The DPH serves as the principal adviser on health matters to elected members and officers. They oversee public health initiatives, provide expert advice, and collaborate with other agencies.
 - iii. **Commissioning Responsibilities:** Local authorities play a role in commissioning public health services. This involves planning, procuring, and monitoring services that promote health and well-being. Examples include sexual health clinics, smoking cessation programs, and obesity prevention initiatives.
- 11.5 The Doctor's Surgery at Wey Court delivers some of the Council's commissioned services. It is therefore crucial that this building is maintained in good repair.
- 11.6 Legal Officers will assist in drawing up the requisite contractual agreement(s) for the required Works at Wey Court.

12. Human Resource Implications

- 12.1 The incorporation of these works into the existing contract that is on site allows for best use of Council resources as they will be managed by the existing Project Managers. If they were to be delayed to a later date, significant resource implications to re procure, fund, and manage the works would be required.

13. Equality and Diversity Implications

- 13.1 Replacing a roof like for like is considered to have no impact to Equality & Diversity.

14. Climate Change/Sustainability Implications

- 14.1 Improving the building's resilience to rain events will help mitigate the impact of future climate change.
- 14.2 Impacts of the construction work would be reduced by undertaking them in parallel to existing works e.g. using the existing scaffolding, welfare units, etc.

15. Overview & Scrutiny comments

- 15.1 Matter included in Property Investment Quarterly Report at the 18/06/24 O&S Meeting. Advised that repair required for which Executive approval for budget is being sought in July 2024. No comments made.

16. Suggested issues for overview and scrutiny

- 16.1 No Issues. Matter covered at O&S 18/06/24.

17. Summary of Options

- 17.1 Option 1 – Undertake full replacement of roofs.
- 17.2 Option 2 – Do not undertake full replacement of roofs but address any specific areas of leaks and: Accept risk of tenant not signing lease or roof being carved out of lease; Minimal guarantee to the slate roof works; Future higher roof replacement costs to The Council; Risk of future internal remediation works cost; Risk of insurance claim if Drs' use compromised or equipment damaged; Loss of rent to The Council

if doctors' surgery impacted by future leaks; And reduced public service if building partially closed to address future leaks.

- 17.3 Option 3 – Undertake the full replacement of roofs but with lower quality materials and do not improve the box gutters and outlets. Accepting a saving of circa £100K but leading to a requirement to replace again in circa 25 years rather than 50 and at a higher cost. Risks using materials of lesser appearance; future internal remediation works cost; insurance claim if Doctors' use compromised or equipment damaged; loss of rent to The Council if doctors' surgery impacted by future leaks and reduced public service if building partially closed to address future leaks.

18. Conclusion

- 18.1 The Council should take the opportunity to complete a full roof replacement now to mitigate against future risks to its asset – both the built asset and the rental agreement for a valuable public service.
- 18.2 The Council should take the opportunity to improve the box gutters and rainwater outlets whilst addressing roof works allowing a full and complete work package that will provide best value for the long term, and for the life of the lease.
- 18.3 Therefore Option 1 should be selected.

19. Background Papers

- 19.1 Wey Court East project update – Executive, 29/11/22.
- 19.2 Property matter: Wey Court East proposal – Council, 19/10/21.

20. Appendices

- 20.1 Annexe 1 – WCE Roof Replacement Background Detail
- 20.2 Exempt Annexe 2 – WCE Roof Works Cost Table – Simple

20.3 Exempt Annexe 3 – Wey Court East Financial Implications

Service	Sign off date
Finance / S.151 Officer	CK – 17/06/2024
Legal / Governance	GG – 14/06/2024
HR	JF – 18/06/2024
Equalities	JF – 18/06/2024
Lead Councillor	MM – 21/06/24
Director / CMB	DH – 18/06/2024
Executive Briefing/Liaison	EB – 25/06/24
Committee Services	

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Annexe 1

Wey Court East Roof Replacement Background and Detail

1. Background

- 1.1 The Council is currently undertaking a construction project to remodel its property, Wey Court East, to become a new doctor's surgery in central Farnham.
- 1.2 The Council's significant capital investment in the building, secured by an Agreement for Lease supported by Frimley Integrated Care Board, has created a substantial uplift in the valuation of the asset.
- 1.3 The project has a strong business case, is supported by a CIL contribution, and meets multiple strategic objectives of The Council in improving health outcomes and investing in place.
- 1.4 The project to remodel Wey Court East is in construction phase, approximately three months from completion in Autumn 2024. Russell Cawberry Ltd are the contractor.

2. Issue to be Addressed

- 2.1 The project did not include roof works. It is an internal remodelling project with some works related to the roof – photovoltaic (solar) panels, safety railing and the requisite alterations for the air-handling system. However, as the building has been opened up for works, multiple leaks from the roof have been discovered, which have required addressing.
- 2.2 Addressing the leaks as simple low-cost repairs to be met from the contingency budget of the remodelling works will not be possible due to the significant level of works required and the need to retain contingency funding for the remodelling project.
- 2.3 Instructing works now, so they can be completed before the existing building works are complete, is possible but cannot be delayed.
- 2.4 Wey Court East has a complicated roof. There are multiple roofs and types – two flat roofs; one main mansard roof that is slate tiled on the lower section with zinc on the upper section; and four separate slate tiled roofs with twenty lead dormer windows. Box gutters of the same material type as the flat roofs run around the perimeter and feature complicated internal and external outlets.

- 2.5 The flat roofs were replaced in 2021, after The Council's acquisition of the property but before the commissioning the current remodelling works. They are in good condition and have a long guarantee. The other roofs on the building were not deemed to need works when the building was acquired or when the flat roof works were commissioned.
- 2.6 The leaks must be addressed to protect The Council's significant investment in the building and ensure it is fit for use by the tenant, Downing St Group Practice (DSGP).
- 2.7 The Agreement for Lease signed by The Council and DSGP contains plans and specifications agreed by both parties based on the remodelling works currently taking place. Roof works are not featured, however the tenant will require The Council to ensure a watertight building is handed to them, together with an understanding that because their lease is to be Full Repairing and Insuring, a reasonable longevity of watertightness should be understood.
- 2.8 The company that supplied the flat roof system, Garland Ltd, visited site as part of its guarantee commitment and confirmed the leaks were not due to the flat roofs and observed that leaks were present where tiled roofs were failing. A report was issued.
- 2.9 Four quotes from roofing contractors were sought by Russell Cawberry Ltd for assessment of condition and proposed works. Three valid quotes suggested full replacement of the slate roofs, lead dormer roofs and zinc roof.
- 2.10 The Council's quantity surveyor, WT Partnership Ltd (WTP), and its project manager, Allen Construction Consulting Ltd (ACC) who are chartered building surveyors reviewed both the need for the works and the costs.
- 2.11 The tiled roofs require a full replacement due to numerous failures to both the tiles themselves and the materials beneath. The project team, with approval from the Project Sponsor, instructed the replacement of the tiled roofs and associated building works. The costs of the slate roofs will be met from the existing Wey Court East roof repair budget from which the earlier flat roof works were met. These funds had been retained for if the roof showed further need for repair.
- 2.12 The tiled roofs are very closely integrated with the zinc and lead roofs at numerous locations and are joined with leadwork. Whilst the leaks will have been addressed by the slate replacement, it will not be possible to achieve good compliance and warranties on the works if they are not

completed in conjunction with a replacement of the zinc and lead roofs. The zinc and lead roofs are also showing signs of wear and failures of workmanship so there would be a continuing risk to the building if the zinc and lead roofs are not replaced.

- 2.13 The slate roof replacement is with Spanish 75-year slate which represents a like-for-like replacement and a long guarantee. As the site is opposite the Conservation Area, a like-for-like solution for the zinc and lead roofs are the appropriate choice.
- 2.14 If alternative materials to zinc and lead were to be chosen in pursuit of cost savings, this would be a false economy in the long term. Whilst the initial cost of lead is higher than a lead-alternative, the longevity is far shorter for alternatives. A lead-alternative has an expected life-span of 20 years and so a replacement cost would likely be required soon after 20 years at a similar cost plus extra costs for scaffolding and welfare. Completing the works now with lead gives an expected life of 50 years and will utilise the existing scaffolding and welfare on site. The difference between zinc and an alternative of coated steel would only be approximately £5K, a relatively small saving.
- 2.15 WTP interrogated the quotes and produced a like for like comparison with recommendation of the supplier to accept. The best value provider was RTB Roofing for both the slate works and the lead and zinc works. The works instructed for the slate replacement are being delivered as a variation to the existing works covered by the JCT contract. The zinc and lead works will be delivered as a second phase to these works if this report's recommendations are approved.
- 2.16 Approving the roof replacements as a second phase to the slate roof replacements would allow the existing scaffolding and welfare to be used and for the roof works to be completed in conjunction with the completion of the main works contract to remodel the building. This would allow all works to end before the start of the lease and opening of the building to the public.
- 2.17 Separately from the roof matters are the performance of the box gutters and their outlets. These are observed to be of poor original design in that they have a very shallow decline to the outlets and therefore allow for standing water. They also have minimal outlets which contributes to a risk of overflow into the building during intense and prolonged rain events.

2.18 As a guard against the risk of box gutter failure impacting The Council's completed high-value remodelling of the building, a budget allowance is also being requested for the design and construction of improved gutters and outlets to support effective rainwater management in the building.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Waverley Borough Council

Report to: Executive

Date: 9 July 2024

Ward(s) affected: All Farnham Wards

Report of Joint Strategic Director: Richard Bates, Finance

Author: Charlotte Hall, Arts and Cultural Services Manager

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Executive Portfolio Holder: Cllr Kika Mirylees

Email: kika.mirylees@waverley.gov.uk

Report Status: Open

Key Decision: No

Accepting a National Heritage Lottery Grant of £230,310 for the historic brickwork repair project for Willmer House: The Museum of Farnham.

1. Executive Summary

- 1.1 Waverley Borough Council has been awarded a grant of £230,310 by the National Heritage Lottery Fund towards the costs of delivering the historic brickwork and timber joinery repairs to the front façade of Willmer House. This report outlines what the grant will be used for, and the terms and conditions applied by the National Heritage Lottery Fund. Officers are keen to advance the grant acceptance process to prevent delaying the start of the repair works, which are planned to begin in August 2024 and must be completed by April 2026.
- 1.2 Officers will bring an update report on project progress once the procurement process for the Main Contractor contract is complete.

2. Recommendation to Executive

- 2.1 The Executive is asked to delegate authority to the Strategic Director of Finance, in consultation Strategic Director of Legal and Democratic Services, to agree and enter into a grant funding agreement, with the National Heritage Lottery Fund, on behalf of the Council.

3. Reason(s) for Recommendation:

- 3.1 The Council must agree to the terms of the grant within three months of the offer letter. The National Heritage Fund may also request further evidence of property ownership, statutory permissions, secured cash contributions and evidence of compliancy with procurement law. Once the funder has processed this information, they will confirm their permission to proceed in an email whereupon the Council can begin to deliver the project.
- 3.2 The grant is in addition to the £734,335 funding already secured through Arts Council England's Museum Estate and Development Fund ("MEND"). To ensure the programme of repairs are delivered within the MEND deadline of April 2026 and taking account of a suspension of works over the winter months the Council is advised to begin works in the late summer of 2024. However, any work which starts before permission has been obtained from the National Heritage Fund would be done at risk particularly as the Council would be required by the terms and conditions of the National Heritage Grant Funding Agreement to have requested and received 100% of its Grant by its Grant Expiry Date (project completion date). After this date, the Grant offer expires, and the National Heritage will not be able to make any more payments to the Council.

4. Exemption from publication

- 4.1 Not exempt

5. Purpose of Report

- 5.1 To inform the Executive of the National Heritage Lottery Grant and to obtain the Executive's approval to agree; and
- 5.2 To inform the Council about what the grant will be used for and its contribution to project costs pre-tendering the works.

6. Strategic Priorities

- 6.1 Culture contributes to the wellbeing of Waverley's communities. This project will ultimately lead to the delivery of a high-quality public service accessible for all.
- 6.2 The National Heritage Lottery grant delivers value for money and creates the potential for future opportunities to achieve a more sustainable

future for the museum. The project aims to reduce the council's costs and liabilities associated with the ownership of a Grade 1 Listed building.

7. Background

7.1 The Council has applied to the National Heritage Lottery Fund and been awarded a grant of £230,310 towards the costs of delivering a 1.2-million-pound programme of essential conservation and repair works to the principal façade of Willmer House. The grant is in addition to the £734,335 funding already secured through Arts Council England's Museum Estate and Development Fund.

7.2 The capital works we will be carrying out are repairs and conservation to the front façade as follows:

- Replace the existing altered parapet wall with a new gauged brick parapet using lime mortar.
- Replace the existing tile parapet wall coping with a red sandstone coping to provide long term durability.
- Replace the brick cornice with a new gauged brick cornice to match the original details.
- Rebuild the second-floor window arches with new gauged brickwork to resist sagging and collapse.
- Replace inappropriate cement mortar repairs.
- Replace localised damaged gauged bricks.
- Fill fractures through brickwork.
- Refill deeply eroded gauged brick mortar joints with lime mortars.
- Repair and redecorate original timber sash windows (*not included in the MEND application)
- Repair the timber main entrance doorway (*not included in the MEND application)
- Remove paint coatings on Portland stone windowsills, the stone to be cleaned and repaired (*not included in the MEND application)
- Repair and conserve lead downpipes and replace damaged cast iron elements.
- Clean the entire façade from environmental deposits.

7.3 In addition to the capital works the National heritage Lottery Grant enables us to involve and connect with the local community throughout the restoration period, using the conservation as a vehicle to share our heritage with a broad demographic of people. The community

engagement programme, which will run alongside the museum's full activity programme includes:

- **Primary school workshops** – Willmer House, its occupants and construction will inspire learning about Farnham as a brick-built town, the rise and prosperity of the hop trade and the town's expansion in the Georgian era – with hands on conservation activity.
- **Family Day** – families will be invited to a day of free, fun, and accessible conservation activities. Brick rubbing, clay, crafts and Lego brick construction will provide hands-on fun while reenactors bring the history of the Georgian era alive.
- **Filming the conservation** – commissioning brief for UCA film students
- **Loneliness and social wellbeing** – Working with Men in Sheds, we will use the conservation of Willmer House as the starting point for a community-based heritage project which will focus on the sharing of woodwork skills and the promotion of wellbeing in older men. We also plan to work with Creative Response to develop an arts-based project for people with complex mental health needs. We will use this opportunity to consult people on the positive changes we can make to ensure the museum offers a welcoming environment for vulnerable adults.
- **Community Conservation Open Day** – We will hold a conservation day to demonstrate the conservation and repair techniques deployed in the project. The specialist workforce will be on hand to give talks and there will be displays and workstations set up in the garden.
- **Talks** – offered to local civic organisations as well as being part of town events such as Heritage Open Days.
- **Professional development** – we will create a peer-led case study about the experience of carrying out a complex capital project, which can be offered to Museum Development South East and the Surrey Museum Partnership. We will host a talk and tour of the conservation to the Surrey Conservation Officer Group and get in touch with The Society for the Protection of Ancient Buildings (SPAB) and the Institute of Historic Building Conservation to offer a visit.

- **Exhibition and website** – the museum will host a rolling exhibition which will be regularly updated with photos and news from the museum parapet. The museum webpage will also be regularly updated, and the Farnham Maltings members will receive updates in their monthly online newsletter.
- **Buy a Brick** – we aim to run a public giving fundraising campaign throughout the construction period which will be led by Farnham Maltings.
- **Immersive audio experience** – we will commission a sound artist to create a new immersive audio trail delving into the history of Willmer House and sharing the stories of the people who have occupied it inspired by local historian Pat Heather’s book ‘The Town of Farnham: A History of West Street’. This will be a permanent visitor experience and a legacy of the historic renovation.

7.4 The table below shows the budget submitted for the National Heritage Lottery Funding application. The capital figures are based on pre-tender estimates for the project as the procurement process, which will confirm costs has not yet concluded.

Expenditure	Cost in £
Professional fees	134,236
Repair and conservation work	853,247
Community engagement activities	15,000
Digital outputs (audio installation)	15,000
Publicity	500
Evaluation Reports (MEND and HLF)	5,000
Contingency	161,662
Total Expenditure	1,184,645

Income	Cost in £
MEND	734,335
National Lottery Heritage Grant	230,310
Waverley Borough Council	275,000
Farnham Town Council	10,000
Museum Society	10,000
Total Income	1,184,645

7.5 On completion of the procurement process for the Main Contractor and the Specialist Brickwork Subcontractor, Officers will bring a report to the Executive, which sets out the schedule for the repair programme and a project budget based on the actual cost of the works.

8. Consultations

8.1 The MEND Project Board received an update on all aspects of the project at its meeting on 18 June 2024.

8.2 Local residents and museum stakeholders were invited to a presentation and Q&A about the repair works on 8 February 2024; 37 residents attended.

8.3 Listed Building Consent has been granted for the proposed conservation and repair work and the decision notice was published by the Planning Authority on 19 June 2024.

9. Key Risks

9.1 The Heritage Lottery Fund generally recommend that grant recipients do not start work on their projects before the permission to start is in place. However, if it were deemed essential to commence any preparatory works, the funder has confirmed that it would be permissible to start, as long as any work is dated after the decision date. This means that the funder could theoretically pay out against any invoice dated after the 5th of June 2024. Any work done before the grant acceptance is in place will be done at the Council's own risk and if for any reason the acceptance process failed the Heritage Lottery Fund would not be able

to pay out against anything the Council may have done during this time. This applies for capital and any other works.

10. Financial Implications

10.1 This grant of £230,310 will reduce the amount of Waverley's own funds needed to fund this project. Finance will work with the service once tenders have been received for this project to understand the full budget requirement. A report will then be taken to the Executive once these actual costs are known.

10.2 Care should be taken in ensuring we meet all conditions of the grant to protect Waverley potentially having to fund a budget gap if this grant was lost. Finance will work with the service to ensure all conditions of the grant are met and funds received.

11. Legal Implications

11.1 The Council will be required to abide by the National Heritage template terms and conditions and to maintain full compliance with these terms and conditions **indefinitely**, as the Museum is a heritage item. The Grant Contract cannot be terminated in any period of time after the Project Completion Date. Should at any point following the installation of the requisite capital works (a building or building restoration project), the Council wish to sell, destroy or dispose of the Museum, the Council is obliged to seek prior permission from the National Heritage or the National Heritage may claim back all, or part of, the Grant or require a share of proceeds in proportion to the value of the Grant.

11.2 The above said, the most crucial legal implication to be observed when receiving and/or accepting this grant is that the Council is obliged to carry out Subsidy Control checks as required by the Subsidy Control Act 2022. Where these checks are found to be deficient, the grant award may be subject to recovery.

11.3 The National Heritage's terms and conditions are fairly standard for this family of form of contract and are non-negotiable. The Council only has two options, which are (a) to accept the terms, and consequently, the funding, or (b) reject the terms and lose the offer of grant funds.

11.5 There is no risk or concern prohibiting acceptance of the grant funding agreement.

12. Human Resource Implications

12.1 N/A

13. Equality and Diversity Implications

13.1 In the application to the National Heritage Lottery Fund the Council demonstrates how the project will increase inclusion, access and participation through the museum's community engagement activities.

14. Climate Change/Sustainability Implications

14.1 The application demonstrates how the project protects the environment by seeking to achieve a long term sustainable conservation for the building by carrying out repairs which durable.

15. Summary of Options

15.1 a) to accept the terms, and consequently, the funding or
b) reject the terms and lose the offer of grant funds.

16. Conclusion

16.1 Officers recommend that authority is granted to accept the National Heritage Template Terms and Conditions.

17. Background Papers and Appendices

17.1 None

Please ensure the following service areas have signed off your report.
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Service	Sign off date
Finance / S.151 Officer	20.06.24
Legal / Governance	20.06.24
HR	NA
Equalities	NA
Lead Councillor	20.06.24
CMB	N/A
Executive Briefing/Liaison	25.06.24
Committee Services	20.06.24

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