

Public Document Pack



TO THE CHAIRMAN AND MEMBERS OF THE **EXECUTIVE**

You are hereby summoned to attend a meeting of the Executive to be held on Thursday, 17 June 2021 at 7.00 pm in the Council Chamber, Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL.

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council. Generally, the public seating areas are not filmed. However, by entering the meeting room and using the public seating area, you are consenting to being filmed.

The Chairman of the meeting has the discretion to terminate or suspend filming, if in his/her opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming might infringe the rights of any individual.

As cameras are linked to the microphones, could Members ensure they switch their microphones on before they start to speak and off when finished and do not remove the cards which are in the microphones.

The agenda for the meeting is set out below.

JULIE FISHER
Chief Executive

AGENDA

PART I - PRESS AND PUBLIC PRESENT

1. Minutes

To approve the minutes of the meetings of the Executive held on 25 March 2021 and 24 May 2021 as published.

2. Apologies for Absence

3. Urgent Business

To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

4. Declarations of Interest (Pages 7 - 8)

- (i) To receive declarations of interest from Members and Officers in respect of any item to be considered at the meeting.
- (ii) In accordance with the Members' Code of Conduct, Councillor A Azad declares a non-pecuniary interest in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (iii) In accordance with the Members' Code of Conduct, Councillor K M Davis declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (iv) In accordance with the Members' Code of Conduct, Councillor D Harlow declares a non-pecuniary interest in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (v) In accordance with the Members' Code of Conduct, Councillor C S Kemp declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (vi) In accordance with the Officer Employment Procedure Rules, the Chief Executive, Julie Fisher, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Fisher may advise the Executive on those items.
- (vii) In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Bryant may advise the Executive on those items.
- (viii) In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Clarke may advise the Executive on those items.
- (ix) In accordance with the Officer Employment Procedure Rules, the Director of Planning, Giorgio Framalico, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Framalico may advise the Executive on those items.
- (x) In accordance with the Officer Employment Procedure Rules, the Director of Neighbourhood Services, Geoff McManus, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr McManus may advise the Executive on those items.
- (xi) In accordance with the Officer Employment Procedure Rules, the Director of Housing, Louise Strongitharm, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Strongitharm may advise the Executive on those items.
- (xii) In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declares a disclosable personal interest (non-pecuniary) in any items

concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arises from (i) her husband having a small shareholding in Woking Football Club and (ii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest is such that Mrs Clarke may advise the Executive on those items.

- (xiii) In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, declares a disclosable personal interest (non-pecuniary) in any items concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arises from (i) him being a member of the Cards Trust (the supporters' club for Woking Football Club), (ii) providing occasional unpaid assistance to Woking Football Club, e.g. acting as returning officer at the election of directors and (iii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest is such that Mr Bryant may advise the Executive on those items.

Petitions

5. Petition - David Lloyd Health and Fitness Centre EXE21-048 (Pages 9 - 12)
Reporting Person – Peter Bryant
6. Petition - Loan Agreement with GolDev Woking Limited EXE21-054 (Pages 13 - 16)
Reporting Person – Peter Bryant

Questions

7. To deal with any written questions submitted under Section 3 of the Executive Procedure Rules. Copies of the questions and draft replies will be laid upon the table.

Notices of Motion

At its meeting on 8 April 2021, the Council referred the following Notices of Motion to the Executive for consideration.

8. Notice of Motion - Cllr L Lyons - Construction Site Noise Limits EXE21-050 (Pages 17 - 22)
Reporting Person – Corporate Leadership Team
9. Notice of Motion - Cllr W Forster - Green Flag Award EXE21-041 (Pages 23 - 24)
Reporting Person – Corporate Leadership Team
10. Notice of Motion - Cllr M Raja - Brookwood Cemetery Burial Charges EXE21-042 (Pages 25 - 26)
Reporting Person – Corporate Leadership Team
11. Notice of Motion - Cllr M Raja - Supporting the work of the Planning and Overview and Scrutiny Committees EXE21-043 (Pages 27 - 28)
Reporting Person – Corporate Leadership Team

12. Notice of Motion - Cllr T Aziz - Public Consultation on Housing Infrastructure Fund (HIF) Scheme EXE21-044 (Pages 29 - 32)
Reporting Person – Corporate Leadership Team
13. Notice of Motion - Cllr T Aziz - Review of the operation of Woking Borough Council's Planning Department EXE21-045 (Pages 33 - 34)
Reporting Person – Corporate Leadership Team
14. Notice of Motion - Cllr T Aziz - Investigation into New Vision Homes EXE21-046 (Pages 35 - 36)
Reporting Person – Corporate Leadership Team
15. Notice of Motion - Cllr M Ali - Eligibility of residents to positions with the Council and Residents' Panel EXE21-047 (Pages 37 - 38)
Reporting Person – Corporate Leadership Team

Matters for Determination

16. Recommendation from Climate Change Working Group - Future of Planet Woking EXE21-039 (Pages 39 - 48)
Reporting Person – Geoff McManus
17. Recommendation from Climate Change Working Group - Renewable Energy Plan EXE21-040 (Pages 49 - 82)
Reporting Person – Geoff McManus
18. Recommendation from Climate Change Working Group - The Use of Audio, Video or Web Conferencing for Non-Statutory Meetings EXE21-055 (Pages 83 - 86)
Reporting Person – Geoff McManus
19. Victoria Way Central Reserve EXE21-058 (Pages 87 - 98)
Reporting Person – Geoff McManus
20. Town Centre Signage – Wayfinding Project EXE21-052 (Pages 99 - 112)
Reporting Person – Geoff McManus
21. Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report and IPSO Report EXE21-007 (Pages 113 - 116)
Reporting Person – Peter Bryant

Performance Management

22. Performance and Financial Monitoring Information

Please bring to the meeting your copy of the Performance and Financial Monitoring Information (Green Book) March 2021.

AGENDA ENDS

Date Published - 9 June 2021

For further information regarding this agenda and arrangements for the meeting, please contact Julie Northcote on 01483 743053 or email julie.northcote@woking.gov.uk



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Agenda Item 4.

Schedule Referred to in Declaration of Interests

Council-appointed directorships

Councillor A Azad	
Export House Limited	Thameswey Guest Houses Limited
Kingfield Community Sports Centre Limited	Thameswey Housing Limited
Rutland Woking (Carthouse Lane) Limited	Thameswey Limited
Rutland (Woking) Limited	Thameswey Maintenance Services Limited
Rutland Woking (Residential) Limited	Thameswey Solar Limited
Thameswey Central Milton Keynes Limited	Thameswey Sustainable Communities Limited
Thameswey Developments Limited	Victoria Square Residential Limited
Thameswey Energy Limited	VSW Hotel Limited
Victoria Square Woking Limited	

Councillor K M Davis	
Brookwood Cemetery Limited	LAC 2021 Limited
Brookwood Park Limited	Woking Necropolis and Mausoleum Limited

Councillor D Harlow	
Thameswey Guest Houses Limited	Thameswey Housing Limited
Thameswey Limited	

Councillor C S Kemp	
Kingfield Community Sports Centre Limited	Thameswey Housing Limited
Thameswey Guest Houses Limited	Thameswey Limited

Julie Fisher, Chief Executive	
Victoria Square Woking Limited	

Peter Bryant, Director of Legal and Democratic Services	
Brookwood Cemetery Limited	Thameswey Energy Limited
Brookwood Park Limited	Thameswey Guest Houses Limited
Energy Centre for Sustainable Communities Limited	Thameswey Housing Limited
Kingfield Community Sports Centre Limited	Thameswey Limited
LAC 2021 Limited	Thameswey Maintenance Services Limited
Thameswey Central Milton Keynes Limited	Thameswey Solar Limited
Thameswey Developments Limited	Thameswey Sustainable Communities Limited
Woking Necropolis and Mausoleum Limited	

Leigh Clarke, Director of Finance	
Kingfield Community Sports Centre Limited	

Giorgio Framalico, Director of Planning	
Export House Limited	Woking Shopping Limited

Geoff McManus, Director of Neighbourhood Services	
Export House Limited	Woking Shopping Limited

Louise Strongitharm, Director of Housing	
Rutland Woking (Carthouse Lane) Limited	Thameswey Developments Limited
Rutland Woking (Residential) Limited	Thameswey Guest Houses Limited
Rutland (Woking) Limited	Thameswey Housing Limited
Thameswey Limited	

EXECUTIVE – 17 JUNE 2021

PETITION – DAVID LLOYD HEALTH AND FITNESS CENTRE

[NOTE: DECLARATIONS OF INTEREST

In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, has declared a disclosable personal interest (non-pecuniary) in this item arising from (i) him being a member of the Cards Trust (the supporters' club for Woking Football Club), (ii) providing occasional unpaid assistance to Woking Football Club, e.g. acting as returning officer at the election of directors and (iii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest does not prevent Mr Bryant from advising on this matter.

In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, has declared a disclosable personal interest (non-pecuniary) in this item arising from (i) her husband having a small shareholding in Woking Football Club and (ii) being a Council appointed director of Kingfield Community Sports Centre Limited. The interest does not prevent Mrs Clarke from advising on this matter.]

Executive Summary

Woking Borough Council has received a petition which asks the Council to retain the David Lloyd Health and Fitness Centre in Kingfield.

In accordance with Woking Borough Council's arrangements for petitions, the matter has been referred for consideration by the Executive.

Recommendations

The Executive is requested to consider the petition and determine accordingly.

Reasons for Decision

Reason: To agree a response to the petition.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: Online petition.

Reporting Person: Julie Fisher, Chief Executive
Email: julie.fisher@woking.gov.uk, Extn: 3333

Petition – David Lloyd Health and Fitness Centre

Contact Person: Peter Bryant, Director of Legal and Democratic Services
Email: peter.bryant@woking.gov.uk, Extn: 3030

Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Date Published: 9 June 2021

1.0 Introduction

- 1.1 A petition has been received which asks the Council to retain the David Lloyd Health and Fitness Centre in Kingfield. The petition has been received through the Council’s online e-petition scheme and contains 104 confirmed signatories and 5 unconfirmed signatories.
- 1.2 The number of signatures exceeds the threshold required for a petition to be referred to a meeting of the Executive and accordingly the Petitioner or their nominee has been invited to present the petition at the Executive.
- 1.3 The petition has been submitted in the following terms:

“We the undersigned petition Woking Borough Council to Keep David Lloyd private health and fitness club in Kingfield and off Greenfield land at Egley Road.

Woking Borough Council, as landowner and leaseholder of David Lloyd club in Kingfield and landowner at the proposed new site at Egley Road, we, members of David Lloyd and /or local Woking residents, implore you to keep David Lloyd in Kingfield for the following reasons and not terminate their lease:

David Lloyd does not need to move. It is newly refurbished with state of the art Blaze studios and new courts. The move is purely to facilitate an over-development of Kingfield, in the interests of Woking FC and not David Lloyd members (over 3k).

- It provides great amenity value for the residents of South Woking and beyond who walk as well as drive to the club.
- The new Greenfield site at Egley cannot be justified as the best use of this land, whilst also being right next to Woking Council's own Sport Box new gym.
- It will displace a significant amount of traffic/cars to Egley Road as the club has over 3000 members. This is not environmentally friendly as almost all members will have to drive to the Egley road location.
- The proposed new facilities are not in the majority of the members best interests as there are fewer tennis courts and a likely membership fee hike.

Thank you for your consideration.”

- 1.4 The on-line petition went live on 24 February 2021 and the Petitioner formally asked for it to be closed on 24 March 2021.

2.0 Petition Scheme

- 2.1 As the number of signatories exceeds 100, the petition falls to be debated at the Executive. In accordance with the Council’s scheme for dealing with petitions, the petitioner has been invited to attend the meeting and present the petition. The presentation of a petition is limited to not more than three minutes, and should be confined to reading out, or summarising, the purpose of the petition, indicating the number and description of signatories, and making supporting remarks relevant to the petition.
- 2.2 Following the presentation, Members of the Executive will have the opportunity to ask questions of the petitioner. Thereafter, the Executive will discuss the petition and determine what action, if any, is to be taken. To assist the Executive, Officer comments are set out below.

3.0 Officer Comments

- 3.1 The Development Agreement between the Council (as landowner) and Goldev Woking Limited provides that the Council and Goldev will use reasonable endeavours to enter into an Agreement with David Lloyd which would result in David Lloyd moving to the Egley Road site. The Council (as landowner) will continue to comply with this contractual obligation (although the terms of a tri-partite agreement have not yet been agreed). However, it should be remembered that the David Lloyd Health and Fitness Centre is a private club which can go where it wishes. The Council (as landowner and local planning authority) cannot make it move to Egley Road; neither can the Council make it stay at its current location.
- 3.2 David Lloyd would only be able to move to Egley Road if planning permission for its new premises was obtained. The Council (as local planning authority) refused permission on 23 June 2020. Goldev appealed against this refusal and a public inquiry was held in May 2021. The Council's refusal of permission was robustly defended, and the Secretary of State's decision on the appeal is awaited.

REPORT ENDS

EXECUTIVE – 17 JUNE 2021

PETITION – LOAN AGREEMENT WITH GOLDEV WOKING LIMITED

[NOTE: DECLARATIONS OF INTEREST

In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, has declared a disclosable personal interest (non-pecuniary) in this item arising from (i) him being a member of the Cards Trust (the supporters' club for Woking Football Club), (ii) providing occasional unpaid assistance to Woking Football Club, e.g. acting as returning officer at the election of directors and (iii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest does not prevent Mr Bryant from advising on this matter.

In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, has declared a disclosable personal interest (non-pecuniary) in this item arising from (i) her husband having a small shareholding in Woking Football Club and (ii) being a Council appointed director of Kingfield Community Sports Centre Limited. The interest does not prevent Mrs Clarke from advising on this matter.]

Executive Summary

Woking Borough Council has received a petition which asks the Council to appoint an oversight committee to determine if there have been material breaches of the £250m Loan Agreement with GolDev Woking Ltd.

In accordance with Woking Borough Council's arrangements for petitions, the matter has been referred for consideration by the Executive.

Recommendations

The Executive is requested to consider the petition and determine accordingly.

Reasons for Decision

Reason: To agree a response to the petition.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: Online petition.

Reporting Person: Julie Fisher, Chief Executive
Email: julie.fisher@woking.gov.uk, Extn: 3333

Petition – Loan Agreement with GolDev Woking Limited

Contact Person: Peter Bryant, Director of Legal and Democratic Services
Email: peter.bryant@woking.gov.uk, Extn: 3030

Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Date Published: 9 June 2021

Petition – Loan Agreement with GolDev Woking Limited

1.0 Introduction

- 1.1 A petition has been received which asks the Council to appoint an oversight committee to determine if there have been material breaches of the £250m Loan Agreement with GolDev Woking Ltd. The petition has been received through the Council's online e-petition scheme and contains 115 confirmed signatories and 9 unconfirmed signatories.
- 1.2 The number of signatures exceeds the threshold required for a petition to be referred to a meeting of the Executive and accordingly the Petitioner or their nominee has been invited to present the petition at the Executive.
- 1.3 The petition has been submitted in the following terms:

"We the undersigned petition Woking Borough Council to Appoint an oversight committee to determine if the Loan Agreement with Goldev Woking Ltd should be voided.

We ask that Woking Borough Council appoint an oversight committee to determine if there have been material breaches of the £250m Loan Agreement with Goldev Woking Ltd.

The reason for this request is that there have been two changes that appear to be in breach of the Loan Agreement. Council Tax payers have tried eliciting replies from WBC Finance Department however the department repeated fails to reply.

The material changes to be considered are a) the ownership of the Borrower "Goldev Woking Ltd" has changed materially since the Loan Agreement was struck and appears to breach "18.6 Material adverse changes" b) in breach of the Loan Agreement Section 19.9 Goldev Woking Ltd has taken on board Security with Frith Holdings Ltd. The only security should be WBC acting as the only beneficiary in the event of difficulties.

As stated above in light of this we ask that an oversight committee be appointed and if they feel appropriate that the Loan Agreement is voided."

- 1.4 The on-line petition went live on 23 February 2021 and the Petitioner formally asked for it to be closed on 25 May 2021.

2.0 Petition Scheme

- 2.1 As the number of signatories exceeds 100, the petition falls to be debated at the Executive. In accordance with the Council's scheme for dealing with petitions, the petitioner has been invited to attend the meeting and present the petition. The presentation of a petition is limited to not more than three minutes, and should be confined to reading out, or summarising, the purpose of the petition, indicating the number and description of signatories, and making supporting remarks relevant to the petition.
- 2.2 Following the presentation, Members of the Executive will have the opportunity to ask questions of the petitioner. Thereafter, the Executive will discuss the petition and determine what action, if any, is to be taken. To assist the Executive, Officer comments are set out below.

3.0 Officer Comments

- 3.1 The directorships of GolDev Woking Ltd ("GolDev") have changed. However, the Loan Agreement with GolDev does not stipulate that any changes must be agreed by the Council, or that they will be adverse as to the agreement if they occur. The agreement was signed with GolDev Woking Ltd and GolDev Woking Ltd remains as a legal entity.
- 3.2 Erith Holdings Limited (a ground works company) has a charge against GolDev to protect costs incurred by it in the planning process with GolDev. The Council was notified of this by GolDev.

Petition – Loan Agreement with GolDev Woking Limited

The Council's obligations to provide loan finance to GolDev are contingent on a number of conditions precedent first having been satisfied. These include the Council having a first legal charge and debenture over all of GolDev's assets. This means that Erith's charge would have to be removed before GolDev could draw down any loan finance from the Council. The Council's position under the loan agreement remains fully protected.

- 3.3 There are no material breaches of the loan agreement, so it would not be appropriate for an oversight committee (or similar body) to be appointed, as requested by the petitioner.

EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR L LYONS – CONSTRUCTION SITE NOISE LIMITS

Executive Summary

At its meeting on 11 February 2021, the Council referred a Notice of Motion submitted by Councillor Lyons, which dealt with the limitation on noise from construction sites, to the Executive. The Executive considered the Motion at its meeting on 25 March 2021 and recommended to Council that the Motion be not supported. At Council on 8 April 2021, it was resolved that the Motion be deferred to enable it to be considered by the Overview and Scrutiny Committee at its meeting on 7 June and the Executive at its meeting on 17 June 2021 with a view to the matter being brought back to Council in July 2021. The 8 April 2021 Council minutes are set out below:

“Councillor Lyons had submitted a motion to Council on 11 February 2021 which had been considered by the Executive in March 2021. The motion dealt with the limitation on noise from construction sites and had not been supported by the Executive. Councillor Davis, Portfolio Holder, introduced the recommendation of the Executive which had recommended that the motion, as set out below, should not be supported.

“In accordance with the Control of Pollution Act (Noise) 1974, construction sites operating in Woking must currently limit site noise to the hours of 08:00 and 18:00 Monday to Friday, 08:00 and 13:00 on Saturday and not at all on Sunday, with no noise permitted to be audible from the site boundary outside of those hours.

- (i) These times are to be confirmed as a matter of Council policy, and any review of, or amendments to, these times must be determined by the Council.
- (ii) Any permission to vary from these times may only be granted to an applicant with the permission of the Planning Committee.
- (iii) Any such permission by the Planning Committee will only be granted in exceptional circumstances, and for a limited and specified period.
- (iv) Permission to vary these times on a single occasion, for a maximum period of one day, may be granted by relevant Officers under delegated powers. Subsequent applications, or applications for longer than one day, must be considered by the Planning Committee.
- (v) On all such instances of permission to vary from these times being granted, residents likely to be affected will be notified by post.
- (vi) Works deemed to be an emergency will continue to be exempt from these restrictions.”

Councillor Lyons spoke in support of the Motion, outlining the key objectives of the proposals to create a fair, transparent and open process which would take into account the views of Councillors and residents. Councillor Ashall suggested that further investigations should be undertaken on the implications of the proposals within the Motion before a decision could be reached to ensure the Members were fully aware of the current arrangements in place and the impact the changes proposed would have.

In view of the discussion, the Director of Legal and Democratic Services, Peter Bryant, suggested that the matter should be deferred to enable it to be considered by the Overview and Scrutiny Committee at its meeting on 7 June and the Executive at its meeting on 17 June 2021 with a view to the matter being brought back to Council in July 2021. The proposal would allow Officers to consult with Councillor Lyons and Group Leaders with a view to identifying whether a proposed

Notice of Motion – Cllr L Lyons – Construction Site Noise Limits

change to existing arrangements could be achieved without increasing the level of bureaucracy involved.

Councillor Lyons welcomed the proposed approach and supported the proposal.

RESOLVED

That consideration of the Motion be deferred to enable Officers and Members to investigate further possible changes to the existing arrangements to deal with the concerns over the impact of construction site noise and the control of hours of operation, through the Overview and Scrutiny Committee and the Executive.”

Recommendations

The Executive is requested to:

RECOMMEND TO COUNCIL That

measures as proposed within the report are adopted.

Reasons for Decision

Reason: To consolidate existing arrangements.

The item(s) above will need to be dealt with by way of a recommendation to Council.

Background Papers: Notice of Motion.

Reporting Person: Councillor Kevin Davis
Email: cllrkevin.davis@woking.gov.uk
Geoff McManus, Director of Neighbourhood Services
Email: geoff.mcmanus@woking.gov.uk, Extn: 3707

Contact Person: Emma Bourne, Environmental Health Manager
Email: emma.bourne@woking.gov.uk, Extn: 3654

Portfolio Holder: Councillor Kevin Davis
Email: cllrkevin.davis@woking.gov.uk

Shadow Portfolio Holder: Councillor Ken Howard
Email: cllrken.howard@woking.gov.uk

Date Published: 9 June 2021

Notice of Motion – Cllr L Lyons – Construction Site Noise Limits

1.0 Introduction

- 1.1 Following submission by Councillor Lyons of the Notice of Motion regarding Construction Site Noise Limits and subsequent discussion and debate it was agreed that the matter would be first considered by the Overview and Scrutiny Committee before being considered once more by the Council's Executive.
- 1.2 Meetings between Council officers have concluded that the existing process is sound with the appropriate legislation being referenced and further involvement of the planning system as proposed cannot practically realise any further protection.
- 1.3 With the existing process it has been shown repeatedly that even in the busy and developing town centre area existing protections are effective in minimising disruption and inconvenience to all.
- 1.4 Individual enquiries are dealt with thoroughly and where several complaints are received any related construction is investigated promptly to revise working arrangements as required.
- 1.5 Through the discussions there are certain measures which can be introduced to increase the transparency and awareness of existing arrangements to monitor construction works both during standard hours and out of hours.

2.0 Existing Process

- 2.1 The Control of Pollution Act 1974, enforced by the Council's Environmental Health Service (EH), gives provision to serve a notice on a construction site, imposing requirements on the way works are carried out, including the times that noisy operations are permitted.
- 2.2 The usual times quoted are not specified within the legislation, so are guidance only, but they are normally used by Local Authorities. (08:00 – 18:00 Mon to Friday, 08:00 – 13:00 Sat and not at all on Sundays / Bank Holidays). Where complaints are received from residents that noisy works are causing disturbance outside of these hours, this is investigated by EH. Where evidence supports that a developer is working outside of usual guidance times, a notice (commonly known as a section 60 notice) is considered which limits noisy operating times. This does not restrict all operating, but primarily noisy works outside of the times quoted.
- 2.3 A developer may also apply for prior consent, under section 61 of the Control of Pollution Act 1974, requesting permission in advance to carry out noisy works outside of the normal times. All applications are considered taking into account; any complaints already received, reasons for the request, such as safety due to access of public, mobilising cranes when roads are quieter, catching up with delayed works due to weather etc, and any 'best practical means' measures they intend to put in place. Where a prior consent request asks for noisy works outside hours for a long duration we might allow a shorter period so that we can review reports of disturbances within a short space of time and amend or not renew the concurrent notice depending on any complaints received. Part of the requirements of the developer is to notify nearby residents and businesses of hours and intended works. This is normally by letter drop or notices within flats.
- 2.4 A prior consent notice outlines the permitted hours of work, the areas of site where that work can take place (if a large site) and any conditions of those hours which may include mitigation measures such as; no use of certain machinery and equipment before and/or beyond a certain time, requiring the most acoustic efficient model of equipment / machinery, acoustic housing, public consultation measures and how the site can be contacted out of hours.

Notice of Motion – Cllr L Lyons – Construction Site Noise Limits

- 2.5 For each application justification of out of hours noisy working is required from the developer. Depending on the application details, size of site, number of complaints and predicted potential disturbance to nearby residents and businesses, at the very least discussions will be held by an officer with the developer to ensure that noisy working is absolutely necessary out of usual hours, however, this extends to Senior Managers, Councillors and/or Surrey County Council colleagues, as necessary. Once an application is received the Council has 28 days to respond.
- 2.6 Developers have a right to appeal, at Magistrates Court, any notice they are served under the Control of Pollution Act 1974. If we fail to determine in the 28 days, or attach unreasonable conditions to a request by a developer, that they consider reasonable, we will need to be able to defend that decision in court.
- 2.7 In the last 12 months EH have issued 4 section 60 notices and 13 prior consent section 61 notices.
- 2.8 We have received 105 complaints from residents relating to noisy construction sites in the last 12 months.
- 2.9 Discussions have been undertaken with colleagues in Planning Services as to whether the wider use of planning conditions attached to planning permissions could assist in addressing this matter. However, they advise that planning conditions must comply with five tests including the tests of “necessity” and “relevance to planning.” As the planning system is concerned with land use planning, it should not seek to replicate or duplicate controls available under other legislation. As construction site noise is a transient issue and is primarily regulated under the Control of Pollution Act 1974, planning conditions would not meet the tests of necessity or relevance to planning and would consequently be *ultra vires* (i.e. beyond the Local Planning Authority’s powers). Furthermore, “pre-commencement” conditions (i.e. those which require developers to submit information for the agreement of the Local Planning Authority prior to the commencement of a development) must also now be agreed by the developer prior to their attaching to a planning decision.
- 2.10 Notwithstanding this, the attaching of conditions to planning permissions would be likely to give concerned residents unrealistic expectations of the ability of the Planning Enforcement team to take swift action in the event of problem. The Planning Enforcement regime is discretionary and generally its procedures are far slower than those of other regulatory services. For example, the statutory minimum compliance period for a Planning Breach of Condition Notice is 28 days, whereas Notices served under the Control of Pollution Act 1974 can require instant cessation of works. This route would also require the enforcement process to be managed by Planning Enforcement officers whose area of expertise is the investigation of breaches of land use planning control, rather than disturbance and noise nuisance issues.

3.0 Conclusions

- 3.1 Environmental Health and Planning, as a result of the Notice of Motion, have fully reviewed the processes involved in controlling noise from construction sites outside of usual permitted hours. As well as reference to legal powers under the Control of Pollution Act 1974, and examining the possibility of utilising the planning process, we have also reviewed our complaint history and considered health effects of recent and current prior consent notices and conditions on our residents.
- 3.2 We have also reviewed how Local Authorities across Surrey determine applications for prior consent, and can confirm this is done under the Control of Pollution Act 1974 by Environmental Health Services as described.

Notice of Motion – Cllr L Lyons – Construction Site Noise Limits

- 3.3 It is proposed that the existing process is fit for purpose. The Council is protecting the health and well-being of residents, whilst supporting local economic development, and in doing so is following legal procedure and delivering service in line with other Surrey Borough's.
- 3.4 It is accepted that there will be occasions when residents are disturbed by noisy working at construction sites outside of normal hours of operation. It is proposed that we make publicly available a copy of prior consent notices issued on our website so that residents can more easily see what noisy works have been permitted, the mitigating measures and conditions in place. This will also show a contact name and telephone number for the site itself so that residents may make contact out of hours if necessary.
- 3.5 The Deputy Development Manager has undertaken to reiterate to Case Officers dealing with planning applications that the existing standard Informative (which reminds developers of the provisions of the Control of Pollution Act in respect of noise audible at the site boundary) be attached to all Planning Permission notices. He will also investigate whether the Informative can be reviewed to encourage developers to register with the Considerate Constructors Scheme (or similar) which construction companies voluntarily register with and agree to abide by a Code of Considerate Practice which is designed to encourage best practice beyond statutory requirements.

4.0 Additional measures

- 4.1 Moving forward it is recommended that the following measures are agreed to ensure arrangements are as effective as possible:
- Council website – Prior Consent Notices issued to be published on the Council website.
 - Where a Prior Consent Notice has been submitted requesting noisy construction works outside of usual permitted hours, Ward Councillors are informed of the decision made and relevant conditions issued.
 - Planning – The standard Informative reminding developers of the Control of Pollution Act 1974 in respect of noise audible at the site boundary is to be reviewed and Case Officers reminded to attach to all Planning Permission Notices.
 - Considerate Constructors Scheme – The standard planning Informative is to be reviewed and include encouragement of developers to register with this scheme (or an equivalent).

5.0 Corporate Strategy

- 5.1 The additional measures arising from this report will support delivery of the corporate plan objectives for sustainable development and a strong economy whilst increasing transparency for residents.

6.0 Implications

Finance and Risk

- 6.1 There are no financial implications arising from this report.
- 6.2 There are no risk management issues arising from this report.

Equalities and Human Resources

- 6.3 No human resource or training and development issues are arising from this paper.

Notice of Motion – Cllr L Lyons – Construction Site Noise Limits

Legal

6.4 There are no legal implications arising from this report.

7.0 Engagement and Consultation

7.1 The Council's Portfolio Holder, Councillor Lyons, and professional planning and environmental health bodies have been engaged in the preparation of this report.

7.2 The Overview and Scrutiny Committee considered the Motion at its meeting on 7 June 2021. The views of the Committee will be reported to the Executive on 17 June 2021.

REPORT ENDS

EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR W FORSTER – GREEN FLAG AWARD

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor W Forster

“This Council notes that more people than normal have enjoyed spending time in Woking’s parks since the first national lockdown was ordered due to the coronavirus pandemic.

The Council acknowledges that one of the Borough’s open spaces, Brookwood Cemetery, has been granted a Green Flag Award, whereas in neighbouring Guildford Borough, ten of their parks have Green Flag Awards. The Council notes that our parks could be better managed for the residents who use them, the environment and future of our Borough.

Accordingly, this Council resolves to ask Officers to investigate how to improve the Borough’s parks and open spaces so more would be eligible for a Green Flag Award and enable local people to enjoy their leisure time in better public spaces.”

Officer Comment

“It has been pleasing to see how well used and appreciated Woking’s parks have been over the course of the past year, a trend that we hope to see continue. Despite some of the maintenance challenges that have resulted from this, there are also opportunities.

Officers continue to work with the Council’s environmental maintenance contractor to explore areas for improvement across our parks, both in terms of individual enhancement works and through management practices. These ongoing discussions will make use of the Green Flag Award criteria as a guide for assessing and identifying areas for improvement, so that we can work towards more of our parks meeting the requirements in the future.

With the current environmental maintenance contract coming to an end in March 2023, there is also an opportunity to prepare the new tender specification with the Green Flag Award criteria in mind. This will help ensure that the appropriate standards required for Green Flag are maintained.”

Background Papers: None.

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Notice of Motion – Cllr W Forster – Green Flag Award

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Date Published: 9 June 2021

EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR M RAJA – BROOKWOOD CEMETERY BURIAL CHARGES

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor M Raja

“The COVID-19 pandemic has seen a massive increase in deaths across the country, with 20% more deaths registered from March 2020 to the end of the year than would be expected under pre-pandemic conditions.

Since Woking Borough Council has taken over Brookwood cemetery, the effective costs for burials have gone up, putting further strain on families who’ve lost loved ones in these difficult times. We are not offering local residents discounts on burial charges, a scheme that is common in many local authorities.

Due to the high death toll from COVID and the consideration that many families have lost multiple family members, this council will

- i) Reconsider the burial charges it has introduced to the cemetery
- ii) Introduce a system offering a discount to local taxpayers, as is common among many parishes.”

Officer Comment

“The fees and charges for interment at Brookwood Cemetery have not been increased for 6 years following the purchase of the site by Woking Borough Council. Members will be aware that over that period the Council has invested significant capital and revenue funds to restore the Cemetery and make it a cemetery of choice for local residents.

The fees and charges are determined by Brookwood Park Limited and its Board and not the Council. Later this year it is proposed that the all burial charges are reviewed by the Cemetery Board and this process will include an understanding of costs charged at other cemeteries to ensure that the pricing structure remains appropriate. Fees and charges must be seen and understood in the context of the whole operation at the Cemetery with an ongoing need to invest in the site and progress the excellent work completed to date.

In response to the discount available to local tax payers, the Cemetery’s fees and charges vary depending on the chosen location, but there are plots identified on the Cemetery’s price list for Woking residents (within a 15 mile radius) at a lower rate. Within the South Cemetery, plot 42 is identified and within the North Cemetery plot 130 is identified for residents, but families do have a choice, and can select a location elsewhere on site at the cost as indicated within the approved fees and charges.

The examples shown below show the published fees, still current today for 50 years Exclusive Right of Burial which have remained the same for nearly 6 years.

Notice of Motion – Cllr M Raja – Brookwood Cemetery Burial Charges

Plot purchase & Interment fee incl.	Costs Pre- 2015	Costs 31 Jan 2015 to present day (held for the last 6 years)	% of increase/decrease from rates prior to 2015
New High Ground	£3300.00	£4000.00	21.2% increase
Resident Infant grave	£1375.00	Free of charge	100% decrease
Plot 119	£4100.00	£4000.00	2.4% decrease
M1/M3 Terraces	£3750.00	£3850.00	2.6% increase
Woking Resident Ground Plot 42 & 130	£2550.00	£2500.00	1.96% decrease

Interment fee only	£950.00	£1200.00	26.3% increase
Interment fee for Burial of Cremated remains	£550.00	£575.00	4.5% increase

Background Papers: None.

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Date Published: 9 June 2021

EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR M RAJA – SUPPORTING THE WORK OF THE PLANNING AND OVERVIEW AND SCRUTINY COMMITTEES

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor M Raja

“In the past year, members of the Planning Committee have worked diligently, and under great pressure, in upholding Woking planning policy and responding to residents’ views and concerns.

Similarly, over the past few years, the task group members of the Overview and Scrutiny Committee have produced important work in leading the effort to review council practices in the face of strong opposition and denial; and eventually had their concerns vindicated by the report from the external investigation.

Given the exemplary work of both the Planning and O&S Committee in the past year, this council commends and thanks them for their commitment to democracy and their service to the residents of Woking and calls for providing the right support to these committees as and when needed.”

Officer Comment

“As a corporate body, the Council comprises a number of parts, not just the Planning Committee and the Overview and Scrutiny Committee (as referred to by Councillor Raja). It is considered that the Council as a whole has worked diligently and under pressure during the last year, particularly in supporting residents and local businesses during the Covid-19 pandemic. Accordingly, everyone involved in this effort should be commended.

Appropriate support is provided to all parts of the Council, including the Planning Committee and the Overview and Scrutiny Committee. In the case of the Overview and Scrutiny Committee, this is being reviewed in the light of Dr Gifty Edila’s recommendations.”

Background Papers: None.

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**Notice of Motion – Cllr M Raja – Supporting the work of the Planning and Overview and
Scrutiny Committees**

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Date Published: 9 June 2021

EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR T AZIZ – PUBLIC CONSULTATION ON HOUSING INFRASTRUCTURE FUND (HIF) SCHEME

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor T Aziz

“While we fully believe in development, improvement and raising Woking’s profile it seems odd and contrary to democratic principles that we do not consult public on major plans.

It strikes most odd that the council consulted on building 2180 homes, as in the DPD, but did not consult on 5000+ homes in the town center and simply wishes to adopt the HIF scheme.

This motion calls for:

- 1) The HIF scheme housing to be put to public consultation with full honest disclosures.
- 2) The council cease to make any further promises on HIF to any bodies until such consultation is complete.
- 3) The council re assess the scheme’s housing targets under new market conditions, (especially post COVID) public opinion and if needed is open to renegotiations with central government.

Officer Comment

“Woking Borough Council has secured a grant of £95 million from central Government agency, Homes England, which will finance the Victoria Arch scheme, the total cost of which is £115 million. Network Rail are a key partner in the project and are committing £10m through match funding/cost project savings to the works with the balance of the costs being funded from developer contributions. The A320 Guildford Road is the main arterial road through Woking, and because of the restrictions imposed by Victoria Arch railway bridge and the historic road layout, the area creates a pinch-point for traffic causing significant congestion. It has been our long held aspiration to address these issues by upgrading the highways configuration and widening the Victoria Arch bridge to benefit all users and unlock development sites for much needed town centre housing.

To address the three points set out in the proposed motion:

- 1) The Council has agreed to undertake a masterplan process for the town centre and by doing so has committed to consult with residents, businesses and partners about future housing development. The development of a masterplan is underway and will form a key element of the Council’s Big Conversation with all sectors of the community so that we can have an informed debate about the future of the town and provide clear planning guidance for individual planning applications as they come forward. A report on the masterplan process will be presented to the Executive in July ahead of the commencement of engagement with residents.
- 2) There is no requirement for further promises in relation to HIF. The Council has updated Homes England with its intention to secure a masterplan to guide future housing

Notice of Motion – Cllr T Aziz – Public Consultation on Housing Infrastructure Fund (HIF) Scheme

development and in order to use its best endeavors to secure investment in the town including investment in new homes. The Leader has made it clear in her Leader's speech on the 24 May 2021 that the masterplan is an opportunity to listen and learn and challenge assumptions and ask whether we could do things differently. The masterplan will be an opportunity to set out the background including the strategic need to focus development in the town centre and that she hopes to find a consensus going forward which may include alternative courses of action.

- 3) The Local Plan sets out the Borough's housing requirement and establishes a strategy to develop higher densities within the town centre instead of allocating further undeveloped land and land within the Green Belt to meet housing needs. The housing allocation in the Local Plan is not a maximum and further and additional development can take place subject to a development's compliance with the policies of the Local Plan and suite of adopted and relevant planning guidance. Securing the HIF grant unlocks the development of the town centre given the constraint of the current infrastructure but it is not setting a new Local Plan target.

Woking, with the near completion of the Victoria Place development, is transforming itself and by doing so revitalising and investing in the town centre so that it can compete with other centres. In order to be a thriving place and not a dormitory town, residential, commercial, retail, leisure and other services, including medical and community space needs to be provided in a safe, attractive and welcoming centre. The Council has had a number of debates on what is an appropriate development height and townscape for the town. There are differences of opinion on this and it is recognised that residents, businesses, investors and many other sectors of the community need to be able to see a vision for the town centre and how individual development proposals fit within that vision.

The decision to enter into an agreement to secure the £95 million was formally approved by Council in February 2020 and the project has commenced in line with its project plan. The focus of the project has been to gain ownership of the triangle site to the south of the bridge and significant progress has been made as has progress to develop detailed plans for the replacement bridge including reviewing the designs to ensure that utilities are adequately accommodated. The HIF Oversight Panel will continue to receive regular reports on the progress of the project. The project has drawn down circa £29m of grant and has committed to a further £6m of spend. Withdrawing from the project and the agreed contract with Homes England is likely to require the Council to repay the grant used to date. The project and scale of funding is a once in a generation opportunity which resolves a long standing bottleneck and delivers improved vehicular, cycle and pedestrian improvements."

Background Papers: None.

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**Notice of Motion – Cllr T Aziz – Public Consultation on Housing Infrastructure Fund (HIF)
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EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR T AZIZ – REVIEW OF THE OPERATION OF WOKING BOROUGH COUNCIL’S PLANNING DEPARTMENT

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor T Aziz

“In recent times, Woking Borough Council’s Planning Department has recommended a number of mega-development planning applications despite having major failures against Woking policy.

While many of the recommendations given were subsequently voted down by the Planning Committee, it should not fall to them to uphold council policy. Decisions such as the football club, Goldsworth Road plans and numerous others which contravene planning policy have resulted in public calling into question the impartiality and independence of the department. It is also not clear what advice was given to developers and if they were given to believe that they had realistic chances of success despite major breaches. Clarity is needed on how these decisions were made by planning department and the extent of contact of those heading the department with developers.

Thus, this council calls for a review of the operation of the planning department of Woking Borough Council, including the steps taken by planning officers to come to decisions where plans which contravened Woking Planning Policy were recommended, advice given to developers and an independent investigation into correspondence and links between LPA and developers.”

Officer Comment

“Planning is a complex process involving balancing Development Plan policies and material considerations which are often pulling in different directions. It is the responsibility of professional officers to provide advice and recommendations to the Planning Committee for their decision. Professional officers who are members of the Royal Town Planning Institute are bound by their code of conduct which requires them, amongst other things, to exercise fearlessly and impartially their professional judgement to the best of their skill and understanding. It is a requirement for members of the Royal Town Planning Institute to exercise their judgement independently and provide advice in a professional manner. A Planning Committee can follow or disregard this advice as they choose.

It is not clear what is meant by “mega-development planning applications” as this is not terminology used in planning. However, with reference to the 2 developments mentioned, the Goldsworth Road plans were refused at Planning Committee on a narrow vote (5 in favour of refusal, 3 not supportive of refusal and 1 abstention). The football club scheme is currently at appeal and has been recovered by the Secretary of State for his determination. The Secretary of State would then determine whether the proposal is contrary to the Development Plan policies and whether there are any other material considerations. Each planning application is accompanied by a detailed report which sets out the justification for the recommendation and provides discussion when assessing the proposal against Development Plan policies. Where the development is not in full compliance with planning policy, this is acknowledged, and discussed in a planning balance exercise at the end of the report. The Planning Committee is entitled to give different weight to the benefits and issues raised by officers and come to a different conclusion. If officers are recommending an application should be approved and the Planning Committee takes a different view, this does not mean that officers have “links” with developers. Officers are exercising their professional judgement impartially and independently. On all the large scale developments which come before the Planning Committee, officers arrange for a drop-in session just before committee

**Notice of Motion – Cllr T Aziz – Review of the operation of Woking Borough Council’s
Planning Department**

to give all Members the opportunity to ask any questions and obtain more information about the proposal. It should be noted that the large scale proposal at Sheer House in West Byfleet was approved unanimously by the Planning Committee in April this year. It should also be noted the large developments which have come forward within the town centre are generally reflective of the scale of development outlined in the successful HIF bid which needs to be delivered.

No evidence has been provided to show the public has called into question the impartiality and independence of the planning department. In addition, no evidence has been provided to show there are any links between the local planning authority and developers. If there is any evidence, this should have been forthcoming to support these allegations which are unsubstantiated and factually incorrect. The National Planning Policy Framework (NPPF) at paragraph 38 requires local planning authorities to *“approach decisions on proposed development in a positive and creative way. They should use the full range of planning tools available...and work proactively with applicants to secure developments that will improve the economic, social and environmental conditions of the area. Decision makers at every level should seek to approve applications for sustainable development where possible.”* As such, officers need to work proactively with applicants to resolve issues and need to approve applications where possible. This may have the perception of links between officers and developers, particularly when discussions are taking place over a long period, normally at least a year, however officers are fulfilling their requirements as indicated in the NPPF to work proactively with applicants.”

Background Papers: None.

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EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR T AZIZ – INVESTIGATION INTO NEW VISION HOMES

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor T Aziz

“Over the past few years, New Vision Homes has repeatedly shown itself to be unable to deal with housing issues in the properties they manage.

We all know of the NVH tenant who tragically took her own life in 2016 after battling mental and physical health issues exacerbated by the regular flooding of her home over 13 years,

In recently The Housing Ombudsman judgement criticizes severe Maladministration in case case where an elderly resident is left without heating or hot water for 3 years and council failed to take any appropriate action to resolve the situation and council has been fined £6000.

Thus, in light of some of the unacceptable failures in maintaining council properties, this motion calls for a thorough investigation into the causes of the failures, conducted by the chair of the O&S committee and a select cross-party panel appointed by the chair of O&S. This investigation will:

- I. Analyze the root causes of the failures.
- II. Hear from officers and portfolio holders, and
- III. Recommend steps going forward to ensure such events do not occur again.”

Officer Comment

“Housing Services are destined for significant changes over the next year with the aim of improving the Council’s offer to tenants and leaseholders. The current contract with New Vision Homes (NVH) will end on 31 March 2022. At its meeting on 11 February 2021, the Council resolved to bring Housing Management and Asset Management services back in-house and to directly procure Housing Repairs and Maintenance works and services through third party contractors from 1 April 2022.

There is a considerable amount of work required to implement this change and ensure a smooth transition next year. This includes procuring 25 contracts for the services currently provided by NVH, ranging from core services, such as, Responsive Repairs and Maintenance to small one-off contracts, such as, sprinkler system servicing and car park barrier servicing. The priority for officers is the Responsive Repairs and Maintenance contract, as this has the greatest impact on residents and continuity of service is vital. The specification for Responsive Repairs and Maintenance contract has been written with the resident at its heart, with the aim of delivering a high quality service that is easy to use and accessible to all. All political groups have been invited to input to the specification to ensure we get the best possible service for our residents.

Over the next year, officers will continue to regularly monitor NVH’s contract performance through a suite of KPIs. NVH and its sub-contractors have maintained their services throughout the pandemic (when many other landlords have reduced services) and NVH staff have also assisted the Council in its wider Covid-19 response, including making welfare calls and surge testing. We know from feedback from tenants and leaseholders (most recently, the survey in August 2020) that

Notice of Motion – Cllr T Aziz - Investigation into New Vision Homes

there are areas for improvement. These include resident involvement and engagement; repairs and maintenance; communication and tackling anti-social behaviour. These are all identified as priorities in our Draft Housing Strategy.

Officers cannot discuss individual cases. However, officers can confirm that the actions required by the Housing Ombudsman have all been complied with and lessons have been learned from this case, both by New Vision Homes and the Council. Where severe maladministration is found, the Housing Ombudsman automatically refers the landlord to the Regulator of Social Housing. The Regulator has conducted its own investigation and concluded it had “found no breach of our standards at this time and will be taking no further action”.

It is important that the Council continuously looks to develop and improve its services and it has welcomed the Regulator’s review and feedback on its landlord function. Both officers and Members now need to devote their time and efforts to shaping the Housing Service from 2022 (when the NVH contract ends) to ensure that the identified improvements can be delivered on. This forward-looking focus is what will make the most positive difference to tenants and leaseholders and any further investigations will detract from this.”

Background Papers:	None.
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Date Published:	9 June 2021

EXECUTIVE – 17 JUNE 2021

NOTICE OF MOTION – CLLR M ALI – ELIGIBILITY OF RESIDENTS TO POSITIONS WITHIN THE COUNCIL AND RESIDENTS PANEL

Executive Summary

At its meeting on 8 April 2021, the Council referred the following Notice of Motion to the Executive.

Councillor M Ali

“The report on Independent Directors of Subsidiaries (EXE21-010), discussed at the meeting of the Executive on 14 January 2021, stipulates that “Applicants will not qualify for the role of Independent Directors if they are politically active, either Party Political or in an active Protest Group or are conflicted by the nature of their employment or other activity.”

Under a free and functioning democracy, the term “Protest Group” is an egregious definition for residents of Woking who may not agree with the actions and decisions of Woking Borough Council. We should not discriminate against those who take an active interest in local matters merely because they are openly critical of the council.

Similarly, the questionnaire for applying for the council’s Residents’ Panel includes a “Satisfaction Survey” in which the resident has to present their view of the council, including if they agree with statements such as “I trust” WBC, or “ I support WBC to take the appropriate actions today that will benefit my area in the future”. Residents who disagree with these statements may be discouraged from applying as they may think that it will negatively impact their application, and thus contribute to a less diverse Residents Panel. Furthermore, whether or not the resident agrees with these statements should have no bearing on their suitability for the panel. Thus, the council

- I. Resolves that the view of any resident regarding planning policies or other council matters should not be used against them as criteria in determining their eligibility to positions within the council, including but not limited to directorships, resident panels and other bodies.
- II. Moves to delete the term ‘protest groups’ from the criteria and does not use it within WBC to define any residents
- III. Will remove the requirement of filling out a “Satisfaction Survey” in an application to the Residents’ Panel.”

Officer Comment

“Councillor Ali’s Notice of Motion deals with two separate issues. The first relates to the appointment of additional independent directors to the Council’s companies. The second issue concerns the recent satisfaction survey and the Residents’ Panel.

It is important that an “independent director” is truly “independent”. The Officers’ advice to the Executive was that a member of an “active protest group” would not necessarily meet this criteria. During discussion at the Executive, it was made clear that it would be for the Appointment Panel (which was cross-party) and, ultimately, the Council to determine who should be appointed to the independent director roles. What was important was the Council indicated, in advance, that it was not seeking “protesters” or “activists”, but candidates who would add to the quality of governance and oversight of the Council’s companies. This is the correct approach and should guide how the Council determines the suitability of candidates for “independent” roles at the Council.

Notice of Motion – Cllr M Ali – Eligibility of residents to positions within the Council and Residents Panel

The position regarding the recent satisfaction survey and Residents' Panel is as follows: managed by an independent market research agency, The Halo Works, the satisfaction survey and invitation to join the Residents' Panel was sent to 10,000 residents, who were chosen at random. Residents who completed the survey had the option of providing additional information, such as age, gender, ethnicity and where they live, to join the Residents' Panel. This information was only used to ensure that the Panel was representative of our Borough. All residents who asked to join the Residents' Panel have done so (in excess of 7,500 at the end of May 2021). There was no direct link between the satisfaction survey and joining the Residents' Panel. Comments critical of the Council in the satisfaction survey had no effect on the ability of a resident to join the Residents' Panel. There is no requirement for residents to complete a satisfaction survey when applying to join the Residents' Panel via the Council's website."

Background Papers: None.

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Date Published: 9 June 2021

EXECUTIVE – 17 JUNE 2021

RECOMMENDATION FROM CLIMATE CHANGE WORKING GROUP – FUTURE OF PLANET WOKING

Executive Summary

Planet Woking was launched in September 2020 as an awareness raising programme of the Council's work to date and future priorities for local climate and ecological action.

Community engagement is at the heart of the programme and as demonstrated by the continuing reach of its case studies, webinars and social media communications, it is successfully raising the profile of local climate change and biodiversity matters. The programme has been praised by the South East Climate Alliance (SECA) and as a result the Council was recognised as one of just a few councils in the South East communicating well on climate change. As the Council works towards borough wide carbon neutrality as per its climate and ecological emergency declaration, the continued momentum of Planet Woking will become ever more crucial in continuing to engage with and encourage the public to make sustainable choices.

The initial funded Planet Woking programme concludes in July 2021. Options to maintain its lasting profile and growth, particularly with regards social media communications and digital marketing, were presented to the Climate Change Working Group at its meeting on 18 March 2021.

Recommendations

The Executive is requested to:

RESOLVE That

funding be identified, in this financial year and then through the next available Investment Programme to deliver Option 1 over the two year period July 2021-July 2023 at a total cost of £66,000 excl. VAT. In contractual terms, it is proposed that Air Social would be employed for one year, with an option to renew for a further year July 2022 to 2023.

Reasons for Decision

Reason: To build on the success of the initial funded phase of Planet Woking, maintaining its profile and growth for a two further years, to continue public awareness of and engagement in local climate and ecological matters.

The Executive has the authority to determine the recommendation(s) set out above.

Recommendation from Climate Change Working Group – Future of Planet Woking

Background Papers: None.

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Date Published: 9 June 2021

Recommendation from Climate Change Working Group – Future of Planet Woking

1.0 Introduction and background

- 1.1 On 24 September 2020, Woking Borough Council launched Planet Woking – a programme dedicated to climate change, sustainability and biodiversity in the borough.
- 1.2 Following the Council's climate and ecological emergency declaration on 25 July 2019¹, the Environment Portfolio Holder wanted to develop a programme of engagement with Woking residents and businesses to raise awareness of the Council's work to date and future priorities for local climate action. Originally based around the idea of an annual conference, the brief evolved into a programme of online talks supplemented with online case studies and articles.
- 1.3 The premise behind the programme is that, as per Mike Berners-Lee book "There is no Planet B", we should all be working together to secure the future of our borough by taking action to address climate change locally. As a key local influencer, Woking Borough Council can help to encourage the public and local companies to look after "Planet Woking".
- 1.4 The purpose of the Planet Woking programme is three-fold:
 - To share what the Council has been doing to date to address climate change and sustainability locally;
 - To raise awareness about what the Council is doing to meet its carbon neutral targets; and
 - Inspire local people to get involved and make, or continue to make, changes to live a greener, more sustainable life and gather their feedback for new project ideas.
- 1.5 In order to deliver these objectives, the Council contracted Air Social – a local digital marketing and social media agency – to work with officers in the Green Infrastructure team. Air Social has provided marketing expertise for other Council projects including Woking Works, Best Bar None and Too Good to Go. The year-long Planet Woking contract began in July 2020. As well as branding and logos, Air Social also developed the standalone website, which Green Infrastructure colleagues have then populated with case studies and resources. Air Social has also been crucial to social media messaging and associated content plans.
- 1.6 Since its launch, many activities have been undertaken as part of the Planet Woking programme. These are detailed in Appendix 1. Community engagement is at the heart of the programme and, as demonstrated by the continuing reach of its case studies, webinars and social media communications, Planet Woking is raising the profile of local climate change and biodiversity matters. A number of resources have been put together collaboratively with individuals and community groups to inspire others to get involved. Social media activity has resulted in almost 1,000 followers; almost 15,000 engagements (likes, comments and shares) and has reached over 120,000 people.
- 1.7 At its meeting on 18 March 2021, the Climate Change Working Group received a paper on the future of Planet Woking beyond July 2021 when the initial funded project closes. Although Planet Woking will remain an established brand and framework through which the Council can continue to promote and share its climate change and sustainability projects, the paper explored possible options for its lasting profile and growth.

¹ This cross-party declaration recognised the continued priority and commitment the borough gives to addressing climate change, both through mitigation and adaptation. The Council pledged to become carbon neutral by 2030 across its own estate and operations and by 2050, or before, across the borough.

Recommendation from Climate Change Working Group – Future of Planet Woking

1.8 The current programme continues until July 2021 during which time communications and engagement will continue to further raise the profile of what the Council and its partners are doing locally to address the climate and ecological declaration. Activities include:

- a further themed webinar on sustainable transport;
- regular communications and engagement through social media;
- possible Planet Woking sponsored community engagement activities;
- continued expansion of case studies and resources on the Planet Woking website; and
- future engagement opportunities through the [Big Conversation](#) and Woking Residents' Panel. The Residents' Panel will also provide people who live in the borough with ongoing opportunities to shape the borough's future, by acting as a sounding board for future initiatives. This will provide further opportunities to raise awareness and strengthen community understanding and engagement with the borough's climate emergency declaration.

2.0 Next steps

- 2.1 Officers have considered the future of Planet Woking beyond July 2021 when the initial funded project closes to maintain its lasting profile and growth.
- 2.2 Mindful of budgetary constraints, officers plan to build on the resources put together so far and do all that is possible in-house. The original investment during 2020/21 has secured some outputs that will not require significant ongoing financial contributions (e.g. an established website, branding and growing case study depository). However, there are aspects that will benefit from continued financial support in order to maintain the momentum and exposure established so far.
- 2.3 Expert input in terms of social media communications and digital marketing in particular will be key to the continuing success and public awareness of the programme and in preventing its stagnation. This will be important in continuing to engage the community in positive action to tackle our borough wide commitments with regards to the climate and ecological emergency declaration.
- 2.4 In this regard, three potential packages of financial support to secure a further two years of Air Social's services were presented for consideration by the Working Group at its meeting on 18 March 2021. These are shown in Appendix 2.
- 2.5 In addition to the core activities included in each package, an additional contingency budget has also been suggested for possible ad hoc activities arising through the year. This could cover additional campaigns, events, etc. The costings are presented per annum.
- 2.6 In consideration of these packages and in the context of the prevailing economic climate, officers advise that Option 1 would best offer continued momentum of the Planet Woking programme, particularly via a continuing presence on social media which is key to public engagement. Officers also support maintaining these services through Air Social given the successful quality delivery of outputs so far and vested interest in the Planet Woking brand.
- 2.7 A total budget of £66,000 excluding VAT will be required for delivery of Option 1 for two years from July 2021 to July 2023. A two year extension to the programme rather than one year is recommended to give continuity to the Planet Woking messaging over a longer period. This would better support the continuing embedding of the brand and its messages in local consciousness and in affecting local action and positive environmental behavioural change. The Climate Change Working Group was minded to recommend this to the Executive.

Recommendation from Climate Change Working Group – Future of Planet Woking

2.8 Whilst additional items included in Options 2 and 3 would bring a wider range of engagement, it is considered that any future online talks could be organised and managed in-house with the recordings edited and published as ad-hoc expenditure through the identified contingency budget, as and when required. The same approach could be taken with promotional videos for particular items if it is deemed their additional cost brings added value. As seen with coverage and engagement so far in the programme, there is much value in blogs, case studies and social media posts, which can be maintained with minimal spend, particularly given the foundation of outputs secured to date.

3.0 Conclusions

3.1 Since its launch, Planet Woking has established a recognisable brand and “one stop shop” for matters dedicated to climate change, sustainability and biodiversity in the borough.

3.2 Looking ahead to July 2021 and the conclusion of this initial funded phase, it is clear that some continuing financial support for the programme will be required to maintain momentum and importantly ongoing engagement of local residents and businesses. This is, and will become ever more crucial, in encouraging the public to make sustainable choices as we work towards borough wide carbon neutrality as per the Council’s climate and ecological emergency declaration.

3.3 At its meeting on 18 March 2021, the Climate Change Working Group resolved to note Planet Woking’s achievements so far and its planned activities for the remainder of the funded programme. In consideration of the packages of financial support presented, the Working Group was minded to support, by way of a recommendation to the Executive, Air Social’s continuing involvement at an Option 1 level for two years from the end of the initial contract period.

4.0 Corporate Strategy

4.1 The Planet Woking initiative proactively raises awareness of Woking Borough Council’s past, current and planned future actions to address climate change and support local ecology. These actions are progressed in partnership with a wide range of organisations and individuals.

4.2 Community engagement is at the heart of this programme, through which the Council aims to inspire local people to get involved and make, or continue to make, changes to live a greener, more sustainable life.

4.3 For these reasons, Planet Woking is a significant contributor to the Corporate Plan objectives of engaging our communities and improving the borough’s biodiversity and green infrastructure. In so doing, the initiative also provides benefits to other objectives, including supporting the health and wellbeing of residents, sustainable development and effective use of resources.

5.0 Implications

Finance and Risk

5.1 A total budget of £66,000 excluding VAT will be required for delivery of Option 1 over two years from July 2021 to July 2023.

5.2 It is requested that funding be identified, in this financial year and then through the next available Investment Programme to deliver the two year programme on this basis.

5.3 There are no risk management implications associated with this report.

Recommendation from Climate Change Working Group – Future of Planet Woking

Equalities and Human Resources

- 5.4 There are no equalities implications associated with this report.
- 5.5 There are no additional human resource or training and development implications. Officers plan to build on the programme resources put together so far and do all that is possible in-house. The original investment during 2020/21 has secured outputs such as the established Planet Woking website, branding and growing case study depository, which can continue to be expanded within existing staff resources.

Legal

- 5.6 There are no legal implications associated with this report.

Sustainability

- 5.7 Since its launch, Planet Woking has established a recognisable brand and “one stop shop” for matters dedicated to climate change, sustainability and biodiversity in the borough. The programme has been praised by the South East Climate Alliance (SECA) and as a result the Council was recognised as one of just a few councils in the South East communicating well on climate change (see Appendix 1).
- 5.8 Continued financial support will help maintain momentum and continue engagement of local residents and businesses in environmental matters. This is, and will become ever more crucial, in encouraging the public to make sustainable choices as we work towards borough wide carbon neutrality as per the Council’s climate and ecological emergency declaration.

6.0 Engagement and Consultation

- 6.1 The Climate Change Working Group was consulted on this proposal at its meeting on 18 March 2021 and was minded to recommend it to the Executive.

REPORT ENDS

Planet Woking Programme to Date

Officers from Green Infrastructure have worked with Air Social to deliver key Planet Woking activities prior to and since its launch on 24 September 2020, including:

- Standalone website launched at www.planetwoking.co.uk that has a range of case studies and articles designed to engage local people and organisations to do what they can to make a positive difference. There are also information and activities to inspire younger audiences on the site's Little Planet Woking pages (www.planetwoking.co.uk/little-planet-woking).
- Communications through the dedicated Planet Woking Facebook and Instagram accounts.
- Hosted three well-received online events as part of a programme of themed talks aimed at residents, schools and businesses. The first event was centred on what individuals can do to improve sustainability at home. The second celebrated the great outdoors and the need to balance access to and enjoyment of our natural habitats and wildlife, with protection of local biodiversity. The third online event held at the end of May 2021 focused on urban life and adaptation to climate change. For each topic audiences enjoyed a series of presentations given by expert guest speakers. Each online talk is followed by an open discussion during which viewers have the opportunity to share their own experiences of living greener; and to ask panellists and Council representatives questions. These discussion sessions have proved to be a good forum through which to gather ideas to later share through Planet Woking. Recordings of the webinars are available via the Planet Woking website for those that were not able to view the live event.
- First two of a series of informative short videos highlighting local environmental work, available to view at www.planetwoking.co.uk.
- A growing set of community focused case studies inspired by local individuals and groups published to the "Get Involved" section of the Planet Woking website.
- In October 2020, the Natural Woking newsletter was relaunched as a Planet Woking newsletter which carries all the latest climate change, sustainability and biodiversity project updates. The October 2020, January 2021 and April 2021 editions can be viewed here: www.planetwoking.co.uk/get-involved/newsletters/. The newsletter now has a circulation of circa 600 readers. New subscribers can sign up to the newsletter at www.planetwoking.co.uk.
- The Council's website has been updated with a direct link to the Planet Woking website from the climate change pages at www.woking.gov.uk/nature-and-sustainability.
- Social media competitions and activities including the Planet Woking pledge; sustainability book giveaway; #kids2030 challenge for Little Planet Woking champions and Christmas stocking competition in collaboration with Bare+Fair local refill company.
- As a result of Planet Woking, Woking Borough Council was highlighted in an article by the South East Climate Alliance (SECA) as one of just a few councils in the South East communicating well on climate change. The article is available at <https://seclimatealliance.uk/council-communication/>. Officers from Green Infrastructure were subsequently invited by SECA to further share what the Council has been doing to address climate change locally via a blog which is available on their website at <https://seclimatealliance.uk/planet-woking/>

Recommendation from Climate Change Working Group – Future of Planet Woking

- Full page features in the winter 2020, spring 2021 and forthcoming summer 2021 edition of the Woking Magazine. The Magazine is circulated to all households in the borough and available online at www.woking.gov.uk/council-and-democracy/about-council/woking-magazine.
- Planet Woking was a sponsor of the CREST 21 awards (the Transforming Food category), which promoted the positive work by businesses based in the Woking area to protect the environment and promote more sustainable working and lifestyle habits. The awards took place on 20 May 2021 and were organised by Woking News and Mail in collaboration with the University of Surrey. More information about the awards, nominations and winners can be viewed here: <https://crestawardssurrey.co.uk/>

Options for continuing financial support

As stated in section 3 of this report, three potential packages of financial support to secure a further two years of Air Social’s services were presented for consideration to the Climate Change Working Group at its meeting on 18 March 2021. These are shown in the table below. In addition to the core activities included in each package, an additional contingency budget has also been suggested for possible ad hoc activities arising through the year. This could cover additional campaigns, events, etc. The costings are presented per annum.

	Air Social Services	Air Social Cost per annum	Contingency budget for ad-hoc activities per annum
Option 1	<ul style="list-style-type: none"> • Account management • Digital advertising • Social media management • To include: <ul style="list-style-type: none"> – Monthly content plans; – Monitoring reports; – Management of Facebook and Instagram accounts; – Ten posts per month on Facebook and Instagram; – Responding to comments and audience engagement; – Data analysis of social media engagement to improve interaction. 	£28,000	£5,000
Option 2	All of the above, plus: <ul style="list-style-type: none"> – 15 posts per month on Facebook and Instagram (rather than ten); – Three virtual events per year. 	£37,000	£5,000
Option 3	All of the above, plus: <ul style="list-style-type: none"> – 20 posts per month on Facebook and Instagram (rather than 15); – Four videos per year (including their planning, filming and editing). 	£55,000	£2,000
Ad Hoc Items	<ul style="list-style-type: none"> • Editing of event recordings at £100 per hour – circa £400 - £500 total for each webinar. • Videos at £100 an hour. Using the green spaces video as an example this required one day’s filming at £800 plus VAT, plus editing at £400 and account management time at £200-£300 on average. Total circa £1,400 per video. • Graphic design services at £100 per hour. As an example, the full page adverts for the Woking Magazine cost £200 each. 	See left.	See left.

EXECUTIVE – 17 JUNE 2021

RECOMMENDATION FROM CLIMATE CHANGE WORKING GROUP – RENEWABLE ENERGY PLAN

Executive Summary

Further to Woking Borough Council's climate and ecological emergency declaration on 25 July 2019, the Council pledged to become carbon neutral by 2030 across its own estate and operations. The resultant Climate Emergency Action Plan (CEAP) includes measures that will reduce (and eventually eliminate) the Council's carbon footprint. Priority actions include those that look to reduce emissions associated with energy used across the Council's estate – the largest contributor to the corporate carbon footprint. However, the declaration goes beyond this and seeks borough wide carbon neutrality by 2050 at the latest.

While reducing energy consumption and improving energy efficiency will continue to play a key part in this agenda, decarbonising our energy supply will contribute the largest gains in carbon reduction. A continuing ambition of the Climate Change Working Group is to consider the role of renewable energy technologies, including large scale wind and solar, in decarbonising the Council and borough's energy supply.

At its meeting on 18 March 2021, the Climate Change Working Group received a Large Scale Renewable Energy Plan (attached at Appendix 1) which was supported and recommended for adoption by the Executive. The Plan sets out a range of actions to facilitate our next steps to transition to net zero carbon, through achieving greater proportions of locally generated renewable energy and decarbonisation of our local energy supplies.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the Renewable Energy Plan be adopted;
- (ii) the potential to establish a local community municipal bond for the financing of local renewable energy projects be explored by the Director of Neighbourhood Services in consultation with (a) the Portfolio Holder and Shadow Portfolio Holder for Environment and Sustainability, (b) the Director of Finance and (c) the Director of Legal and Democratic Services; and
- (iii) if a local community municipal bond for the financing of local renewable energy projects is considered feasible and beneficial, further report(s) be presented to the Executive/Council.

Reasons for Decision

Reason: In furtherance of the Council's climate and ecological emergency declaration, the Renewable Energy Plan sets out a range of actions to facilitate next steps to transition to net zero, through achieving greater proportions of locally generated

Recommendation from Climate Change Working Group – Renewable Energy Plan

renewable energy and decarbonisation of our local energy supplies.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

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Date Published: 9 June 2021

Recommendation from Climate Change Working Group – Renewable Energy Plan

1.0 Introduction

- 1.1 The Council declared a climate and ecological emergency on 25 July 2019. A Climate Emergency Action Plan (CEAP) was subsequently developed and includes measures that will reduce (and eventually eliminate) the Council's carbon footprint in order to meet its pledge to become carbon neutral by 2030 across its own estate and operations.
- 1.2 Energy use is the largest contributor to the corporate carbon footprint so priority actions within the CEAP look to reduce consumption and improve energy efficiency. However, decarbonising our energy supply will contribute the largest gains in carbon reduction. The CEAP therefore includes a specific action to consider how renewable energy technologies, including large scale wind and solar, could be funded and installed as a way to decarbonise the Council and borough's energy supply. The Climate Change Working Group requested that a Large Scale Renewable Energy Plan be worked up in furtherance of this action.
- 1.3 At its meeting on 18 March 2021, the Climate Change Working Group received the resultant Plan, attached at Appendix 1, which was supported and recommended for adoption by the Executive.

2.0 Considerations and next steps

- 2.1 The Plan includes a range of actions to facilitate next steps to transition to net zero carbon, through achieving greater proportions of locally generated renewable energy and decarbonisation of our local energy supplies. It considers the key factors required for its successful implementation, namely:
 - Policy framework;
 - Political will;
 - Site availability;
 - Funding mechanisms;
 - Public engagement and consultation.
- 2.2 The Plan is set in the context of a supportive and developing policy landscape, both locally and nationally. Political will is confirmed by the continuing ambition of the Climate Change Working Group in this agenda.
- 2.3 As the Plan explains, the identification of potential Council owned buildings and landholdings will help the Council understand what can be achieved with large scale and other renewables. It will determine next steps in terms of viability and further feasibility work required.
- 2.4 Governance and monitoring of the Plan will be conducted through the Climate Change Working Group with quarterly updates on associated actions being undertaken as part of the wider Climate Emergency Action Plan.
- 2.5 At its meeting on 18 March 2021, the Climate Change Working Group supported the Plan and recommended its adoption by the Executive. Further to that meeting, it has been agreed in consultation with the Chairman of the Working Group that the Plan be referred to as the 'Renewable Energy Plan' rather than the 'Large Scale Renewable Energy Plan'. This is felt to better reflect the nature of the Plan and its actions which advocate an energy efficiency hierarchy and which look to facilitate not only greater proportions of locally generated renewable energy but also decarbonisation through a range of technologies not just large scale photovoltaic (PV) or wind.

Recommendation from Climate Change Working Group – Renewable Energy Plan

3.0 Corporate Strategy

- 3.1 Adoption of the Renewable Energy Plan, and exploration of the potential for a local community municipal bond to finance renewable energy projects, will enable delivery of a number of corporate objectives, most notably effective use of resources, improving the borough's biodiversity and green infrastructure, engaging our communities, and supporting sustainable development and a strong economy.

4.0 Implications

Finance and Risk

- 4.1 Whilst it is not yet possible to identify the exact financial cost of accelerating the delivery of renewable energy projects across the borough, it is acknowledged that significant investment will be required. Innovative funding mechanisms will be essential given the tightening constraints on the public purse. Engagement with experts in this area will help identify possible funding avenues and initial steps to investigate these are recorded in the suggested actions.
- 4.2 There are no immediate risks associated with the Renewable Energy Plan itself. However, the potential delivery of renewable energy projects would be subject to individual feasibility studies and risk assessments in order to assess viability.
- 4.3 Given financial constraints, the delivery of such projects is subject to the identification of innovative and external funding sources. Funding models such as community municipal bonds would be subject to sufficient take up and interest. These risks will be discussed with experts in this area. Depending on the outcome of the discussions, further report(s) will be presented to the Executive/Council. These would include a full assessment of the finance and legal implications arising from such matters.

Equalities and Human Resources

- 4.4 There are no equalities implications associated with the Renewable Energy Plan.
- 4.5 There are no immediate human resource or training/development implications associated with the Renewable Energy Plan. However, the accelerated delivery of renewable energy projects will result in the need to engage officers from across the Council to secure their progression and that of our wider corporate carbon reduction goals.

Legal

- 4.6 There are no legal implications associated with this report.

Sustainability

- 4.7 Further to its climate and ecological emergency declaration, the Council has pledged to become carbon neutral by 2030 across its own estate and operations. Decarbonising our energy supply will contribute the largest gains in carbon reduction. A continuing ambition of the Climate Change Working Group is to consider the role of renewable energy technologies in this regard and this is captured within the Council's Climate Emergency Action Plan.
- 4.8 This Plan suggests a range of actions to facilitate next steps towards achieving greater proportions of locally generated renewable energy.

Recommendation from Climate Change Working Group – Renewable Energy Plan

5.0 Engagement and Consultation

- 5.1 Whilst the Council can help mobilise local delivery of renewables projects, the scale and nature of the task will require community engagement and support.
- 5.2 This will be an opportunity to emphasise links between what needs to be achieved to reduce carbon emissions and fostering public understanding and acceptance of large scale renewable energy as an important part of this equation. The public, and potentially investment by local business, will play a vital role in enabling delivery and roll out of large scale projects. [Planet Woking](#) is the natural platform through which to build on communications around renewable energy to help raise awareness and strengthen community understanding and engagement with the borough's climate emergency declaration and how renewables factor within this plan. Opportunities may also be available through the [Big Conversation](#) and Residents' Panel. The Woking Residents' Panel will also provide people who live in the borough with ongoing opportunities to shape the borough's future, by acting as a sounding board for future initiatives.
- 5.3 Community energy projects such as those referenced in the Plan would also provide an opportunity for further direct public engagement and ownership, underlining that the community has a key part to play in the net zero solution. Public engagement and consultation will need to be undertaken as the Plan and actions within it develop, to set the task in the context of the wider needs of energy and environmental security and the commitment to achieve net zero across Woking borough.
- 5.4 The Plan has been subject to early consultation with officers across the Council with an inherent interest in its scope and also with ThamesWey, whose Business Plan is aligned to furthering the objectives of Woking 2050 and the CEAP.

REPORT ENDS

RENEWABLE ENERGY PLAN

Executive Summary

Further to Woking Borough Council's climate and ecological emergency declaration, the Council pledged to become carbon neutral by 2030 across its own estate and operations. The resultant [Climate Emergency Action Plan \(CEAP\)](#) includes measures that will reduce (and eventually eliminate) the Council's carbon footprint. Priority actions include those that look to reduce emissions associated with energy used across the Council's estate – the largest contributor to the corporate carbon footprint. However, the declaration goes beyond this and seeks borough wide carbon neutrality by 2050 at the latest.

While reducing energy consumption and improving energy efficiency will continue to play a key part in this agenda, decarbonising our energy supply will contribute the largest gains in carbon reduction. A continuing ambition of the [Climate Change Working Group](#) is to consider the role of renewable energy technologies, including large scale wind and solar, in decarbonising the Council and borough's energy supply. Set within supportive local and national policy frameworks, this Plan includes a range of actions in order to move towards greater proportions of locally generated renewable energy.

The identification of potential sites for renewable energy technologies will help the Council understand what can be achieved both corporately and more widely across the borough. Whilst it is not yet possible to identify the exact financial cost of delivering local renewables, it is acknowledged that significant investment will be required for some technologies and that innovative funding mechanisms will be essential given the tightening constraints on the public purse.

While the Council can help mobilise local delivery of renewables, the scale and nature of the task will require the advocacy and support of the community. Public engagement and consultation will be essential to set what is required in the context of the wider needs of energy and environmental security and the commitment to achieve net zero carbon across Woking borough.

1.0 Background and Objectives

- 1.1 On 25 July 2019, the Council declared a climate and ecological emergency. This recognised the continued priority and commitment the borough gives to addressing climate change, both through mitigation and adaptation. The Council pledged to become carbon neutral by 2030 across its own estate and operations¹.
- 1.2 A Climate Emergency Action Plan (CEAP) was developed and includes measures that will reduce (and eventually eliminate) the Council's carbon footprint. Priority actions include those that look to reduce emissions associated with energy used across the Council's estate – the largest contributor to the corporate carbon footprint.
- 1.3 Reducing energy consumption and improving energy efficiency play a key part in this agenda. However, decarbonising our energy supply will contribute the largest gains in

¹ A definition of 'the Council's estate' can be found at www.woking.gov.uk/nature-and-sustainability/climate-change/how-were-tackling-climate-change

carbon reduction. The CEAP therefore includes a specific action to consider how large scale renewable energy technologies, notably wind and solar, could be funded and installed as a way to decarbonise the Council and borough's energy supply. In March 2020 the Council's Climate Change Working Group (CCWG) requested that a renewable energy plan be worked up, detailing how wind energy could be funded across the borough and how it could be complemented with solar energy.

1.4 This plan considers ten key areas:

- Local and national policy context;
- The energy hierarchy;
- Benefits and constraints of renewables;
- Council estate baselines and targets for renewable energy;
- Borough baselines and targets for renewable energy;
- Funding mechanisms for renewable energy;
- Planning tools;
- Existing data and identification of potential sites;
- Public engagement and consultation;
- Conclusion and next steps.

1.5 A range of actions is proposed in order to move towards greater proportions of locally generated renewable energy. These actions also consider aspects of decarbonisation in order to aid the transition to net zero.

1.6 The CEAP and this plan are set in the context of a developing policy landscape both locally and nationally. This is explored in more detail in the following section.

2.0 Local and national policy context

2.1 The delivery of renewable energy projects across Woking borough would positively contribute to the Council's [Woking 2050 strategy](#) objectives and its carbon neutral targets for 2030 as part of its climate emergency declaration and associated action plan.

2.2 The Council has a number of existing policies and action plans that support or encourage the delivery of renewable energy. These are listed in Figure 1. Likewise, ThamesWey (see www.ThamesWeygroup.co.uk), the Council's energy services company, is committed to deliver climate change and sustainability projects as stated in its business plan (see section 3.2 of the 2020 Business Plan on the Governance page of the website), in furtherance of Woking 2050 and the CEAP. Action Surrey, mentioned below, is a part of ThamesWey.

Figure 1: Woking Borough Council plans and policies that support renewable energy delivery

Policy / Action Plan	Reference
Woking 2050 strategy	<p>Theme 5: What the Council is doing</p> <p>Action: Continue to work with partners to increase the proportion of renewable and sustainable energy consumption of Council owned buildings.</p> <p>Action: Through Action Surrey, encourage the adoption of energy efficiency measures and renewables to make Woking homes more efficient and more comfortable while also helping to tackle fuel poverty and reducing domestic carbon dioxide emissions.</p> <p>NB: The significance of the year 2050 used in the strategy's title is tied to the national legislation in place at the time of its adoption. The UK's Climate Change Act sought to reduce greenhouse gas emissions by 80% by 2050 on the 1990 baseline. This was adopted as a local target at the time of the last revision of the Climate Change Strategy (September 2015). This national target has now been superseded by a pledge to reach net zero by 2050, which has also been adopted locally as part of the Council's climate and ecological declaration.</p>
Climate emergency declaration and net zero targets	<p>The Council pledged to become carbon neutral by 2030 across its own estate and operations and by 2050 borough-wide (see the glossary at Appendix 1 of this Plan).</p>
Climate Emergency Action Plan (CEAP)	<p>The CEAP plan includes measures that will help reduce and eventually eliminate the Council's carbon footprint. This includes continuing to work with ThamesWey to decarbonise the energy supply for all Council buildings and operations and eliminate emissions directly through the supply of renewable / sustainable power sources. The CEAP also includes an action to develop this plan for large scale renewable energy in Woking borough.</p>
Core Strategy	<p>Encourage sustainable construction and development through the Core Strategy, which is the main document within the Council's Development Plan for the area. It includes a spatial vision for the borough and covers strategic objectives focussed on the key issues and challenges facing the area.</p>

<p>Climate Change Supplementary Planning Document</p>	<p>The Climate Change SPD is a material consideration in the determination of planning applications. It provides detailed guidance for the application of Policies CS22 'Sustainable construction' and CS23 'Renewable and low carbon energy generation' of the Core Strategy. It explains what developers need to do to meet the requirements of the above policies. It is an important document to help deliver the spatial vision and objectives of the Core Strategy, particularly in terms of leading the way in high quality sustainable development that minimises the adverse impacts of climate change.</p>
<p>Climate Neutral Checklist</p>	<p>In order to demonstrate compliance with the Council's sustainable construction objectives in Policy CS22, all applications for new development should include a completed copy of the Council's climate neutral checklist (with the exception of very minor developments such as minor exterior alterations). The checklist seeks to guide the design of new developments by taking into account sustainable construction and design issues in planning Policy CS22.</p>
<p>ThamesWey Sustainable Communities Ltd Business Plan</p>	<p>The business plan sets out the proposed priorities for ThamesWey Sustainable Communities Ltd (TSCL) for the period up to 2022. Its key aim is to assist the Council with the delivery of objectives within the Woking 2050 strategy. The business plan references the Council's climate and ecological emergency declaration (see section 5.8 of the TSCL at www.ThamesWeygroup.co.uk/governance).</p>

3.0 Surrey context

- 3.1 As outlined above, the Borough Council has supportive policy frameworks for the delivery of such projects. The potential for local renewable energy projects should be considered in the wider geographical context. The emergence of Surrey County Council's own climate change strategy and related work streams also offer an opportunity to work collaboratively on such projects.
- 3.2 This section sets out what policies, targets and groups there are in Surrey currently, which could positively support the ambitions of this strategy.
- 3.3 Surrey County Council (SCC) adopted its [climate change strategy](#) in spring 2020. It provides a joint framework for collaborative action on climate change across Surrey's local authorities and other partners. Its strategic priorities and accompanying actions are designed to deliver against its emissions reduction targets, identified through the creation of a science-based carbon neutral pathway led by the University of Leeds.

3.4 There are synergies between Woking Borough Council's own climate change and renewable energy ambitions and those of the County Council. In particular, Surrey's targets include:

- Achieve net zero carbon local authorities that lead by example in promoting sustainable practices across their operations, estate and vehicles.
- Net zero carbon for Surrey local authorities' organisational emissions by 2030 or sooner.
- To support the national decarbonisation ambition by leading renewable energy generation expansion and bringing low carbon heating into Surrey homes through smart, decentralised systems.
- 15% of energy from solar PV by 2032.
- Expand renewable energy generation capacity across the county with a focus on solar PV installations as the greatest carbon reduction potential.
- Develop localised smart energy systems that focus on providing low carbon energy to local businesses and residents, whilst reducing costs.
- By 2022: SCC plans to develop a Surrey-wide Renewable Energy Strategy that explores potential opportunities for renewable energy, decentralised systems and low carbon heating systems e.g. heat pumps and Combined Heat and Power (CHP).

3.5 Since March 2020, officers from all districts and boroughs in Surrey, plus the County Council, have convened monthly through virtual meetings of the Surrey Climate Change Officers' Group. This has now come to replace the previous grouping known as the Surrey Energy and Sustainability Partnership and has proven to be a useful way of sharing knowledge in order to advance our common climate change goals. All local authorities within this group have formally acknowledged the climate situation and need for urgent action.

3.6 The Surrey Energy Partnership, coordinated by the University of Surrey, aims to accelerate the transition to clean, fair and sustainable energy across Surrey and beyond. The Partnership is an open and collaborative network for all organisations with an interest in (or impact on) clean, fair and sustainable energy. With a focus on delivering projects and action, the Surrey Energy Partnership links to national and regional strategies, while building on local and county-wide strengths. It has run a number of webinars and network sessions to engage organisations across the county.

3.7 Together, these elements provide a supportive framework through which renewable energy projects could be progressed.

National picture

3.8 In June 2019, the UK Government and the devolved administrations committed to a net zero target as recommended by the Climate Change Committee. This requires that the UK bring all greenhouse gas emissions to net zero by 2050. This superseded the previous target of at least 80% reduction on 1990 levels. Furthermore, in April 2021 the government announced that in line with a further recommendation by the Climate Change Committee, it

will [reduce emissions by 78% by 2035 compared to 1990 levels](#). This will be set out in the UK’s Sixth Carbon Budget and is set to be enshrined in law by the end of June 2021.

3.9 In November 2020, the Government published its [Ten Point Plan for a Green Industrial Revolution](#). It comprises the following:

Point 1: Advancing Offshore Wind	Point 6: Jet Zero and Green Ships
Point 2: Driving the Growth of Low Carbon Hydrogen	Point 7: Greener Buildings
Point 3: Delivering New and Advanced Nuclear Power	Point 8: Investing in Carbon Capture, Usage and Storage
Point 4: Accelerating the Shift to Zero Emission Vehicles	Point 9: Protecting Our Natural Environment
Point 5: Green Public Transport, Cycling and Walking	Point 10: Green Finance and Innovation

3.10 The Plan will mobilise £12 billion of Government investment, and potentially three times as much from the private sector, to create and support up to 250,000 green jobs. *“The cumulative effect of the plan will be to reduce UK emissions by 180 million tonnes of carbon dioxide equivalent (Mt CO₂ e) between 2023 and 2032, equal to taking all of today’s cars off the road for around two years.”*

3.11 Building on the Ten Point Plan, the Government published its [Energy White Paper ‘Powering our Net Zero Future’](#) on 14 December 2020, addressing how the transformation of the UK’s energy system will drive economic growth and job creation while reducing carbon emissions in line with the 2050 net zero target.

3.12 Decarbonising and electrifying our energy supplies is a key theme of the White Paper, which is discussed in the Woking context later in this Plan (see section 6). The White Paper highlights the impact of “retiring capacity” of fossil fuels, resulting in reduced overall energy supply as we simultaneously see significant increases in overall energy demand as we move to the electrification of vehicles and the replacement of gas for heating with clean electricity. This emphasises the need to deliver infrastructure changes to keep pace with demand.

3.13 The Energy White Paper does not plan for specific technology solutions or deployment at a particular scale or geographical level i.e. there are no implicit targets for local renewable energy generation to be satisfied at the local authority level. However, the Paper does envisage future generation characteristics to be a mix of predominantly wind and solar. Given their intermittency, the Paper goes on to highlight that these must be supplemented with nuclear, clean hydrogen, carbon capture utilisation and storage (CCUS), bioenergy, battery storage and electric heat pumps amongst other solutions.

3.14 A Net Zero Strategy is also planned for 2021 setting out the pathway to a net zero economy. This will build on the Ten Point Plan and Energy White Paper and identify what is needed

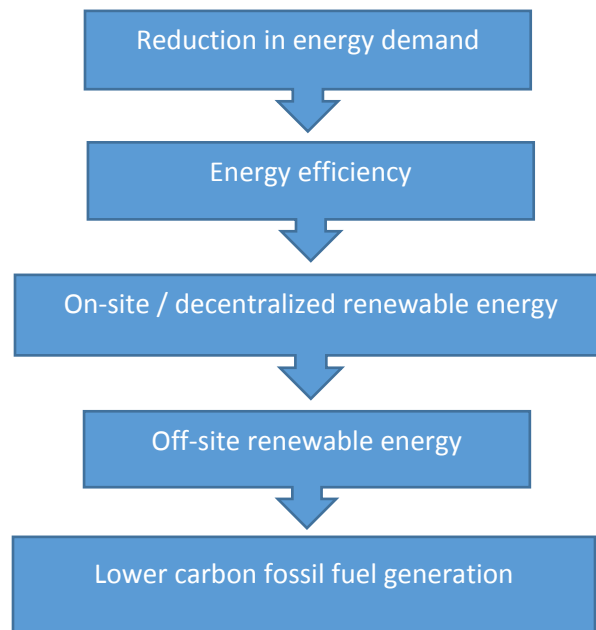
to achieve net zero at scale over the next 30 years e.g. in terms of skills, energy systems and behaviours.

3.15 The UK will host the UN Climate Change Conference COP26 with our partners Italy in November 2021 to bring together world leaders to commit to urgent global climate action².

4.0 Energy hierarchy

4.1 As the Borough Council embarks on a plan to accelerate renewable energy delivery, it is important to acknowledge the principles of an energy hierarchy. These are implicit in the existing climate change strategy – Woking 2050 – and the Climate Emergency Action Plan (CEAP) that accompanies the climate emergency declaration.

4.2 An energy hierarchy is pictured next. Its key principles are that before energy projects are pursued, consideration and action is first given to reducing energy demand and addressing energy efficiency measures within buildings. The Council continues to maintain energy efficiency across its estate as part of ongoing planned maintenance. Furthermore, the energy performance of Council owned properties is being highlighted as part of the CEAP objective to review Display Energy Certificates (DECs) and Energy Performance Certificates (EPCs) and plan to upgrade them where they fall below a “C” rating, where financially viable.



4.3 The ongoing decarbonisation of the national grid will play a part in reducing carbon emissions associated with the Council’s energy use across its estate and operations. How and from where the Council procures its energy will also contribute to decarbonisation at this level. Low carbon heating is referenced in the Government’s Ten Point Plan and the electrification of heat sources could also help further, powered from renewable sources.

4.4 However, while reducing energy demand, improving energy efficiency and national grid improvements will make a difference; local decarbonisation through borough and county

² <https://together-for-our-planet.ukcop26.org/>

level large scale renewable energy projects will be needed in order to accelerate carbon reductions in line with common net zero targets.

5.0 Benefits and Constraints of Large Scale Renewables

5.1 The benefits of large scale renewable energy delivery across Woking borough include:

- a) Decarbonising local energy supplies;
- b) Contributing to low carbon reduction targets;
- c) Local renewable energy generation;
- d) Local investment and green recovery;
- e) Local energy security and resilience to uncertain energy prices and national grid disruption;
- f) Potential for community owned and/or community-led projects;
- g) Further demonstration of the Council's environmental leadership.

5.2 The possible constraints include:

- a) Community / public opposition;
- b) Environmental designations and planning policy constraints;
- c) Availability and/or suitability of sites for large scale renewable energy projects;
- d) Funding;
- e) Inadequate infrastructure to support the technologies;
- f) Lack of local expertise;
- g) Sourcing of technologies.

6.0 Council Estate Baselines and Targets for Renewable Energy

6.1 In determining how the Council can accelerate renewable energy delivery across Woking borough it is necessary to establish a series of baselines and targets.

6.2 As per its climate emergency declaration, the Council is targeting carbon neutrality across its own estate and operations by 2030.

6.3 The Council's climate change strategy - Woking 2050 – states “*Continue to work with partners to increase the proportion of renewable and sustainable energy consumption of Council owned buildings.*” To fulfil net zero by 2030, this target will need to become quantitative in its nature and will need to enable the elimination of emissions from current and expected energy consumption from corporate sites. Actions in furtherance of this target are included later in this section. It is worth noting here too that the Council's climate and ecological emergency declaration uses a baseline of 2018/19.

Corporate energy consumption

6.4 Each year the Council publishes its Greenhouse Gas Emissions (GHG) report, which states the Council's energy consumption, business mileage and associated carbon emissions. The last available [report](#) covers 2019/20. Headline figures are shown over:

Figure 2: Annual energy consumption by source

Type of energy consumption	2018/19	2019/20	Difference (kWh/km)	% change
Leisure pavilions - gas consumption (kWh)	183,465	208,325	24,860	13.6
Leisure pavilions - electricity consumption (kWh)	246,669	232,688	-13,981	-5.7
Residential sites and community sites - gas consumption (kWh)	14,717,210	15,907,118	1,189,908	8.1
Residential and community sites - electricity consumption (kWh)	1,938,313	1,739,113	-199,200	-10.3
Town centre sites - gas consumption (kWh)	3,063,346	2,407,324	-656,022	-21.4
Town centre sites - electricity consumption (kWh)	4,039,353	4,067,994	28,641	0.7
Woking park sites - gas consumption (kWh)	12,449,468	9,169,386	-3,280,082	-26.3
Woking park sites - electricity import (kWh)	1,007,646	907,109	-100,537	-10.0
Vehicles (km)	124,614	102,109	-22,505	-18.1

Figure 3: Annual GHG emissions by scope

Scope	2018/19	2019/20	Difference (kg CO2e)	% change
1	5,684,396	5,133,551	550,845	-9.69
2	2,046,651	1,775,629	- 271,022	-13.24
3	13,826	11,149	- 2,677	-19.36
All	7,744,872	6,920,329	- 824,544	-10.65

6.5 Scope 1 and 2 emissions are our largest carbon contributors i.e. our electricity and gas usage. By tackling the source of energy the Council will quickly achieve significant reductions in its carbon footprint.

Action 1: Source 100% of corporate electricity through renewable energy contracts (relating to Woking Borough Council's direct electricity use within its own buildings)

6.6 The Council's electricity contract with SSE up to 1 October 2020 was not renewable however their standard fuel mix included 23% from renewable sources. From 1 October 2020, the Council moved to an energy contract with Opus Energy, which supplies 100%

renewable electricity. A diagram showing their renewable sources is available [here](#). This will have a significant impact on the carbon footprint associated with the Council’s grid electricity consumption. This action should be maintained going forward. The current contract with Opus Energy runs until 30 September 2022. The carbon benefits of this new energy contract will be begin to be captured in the 2020/21 GHG report.

- 6.7 Action 1 should apply to all corporate Woking Borough Council occupied properties, including/ housing properties that are not supplied by ThamesWey Energy.
- 6.8 A separate action relates to Council owned and leased out commercial properties. There are over 550 such properties owned by the Council and as such could contribute significant carbon savings through their choice of energy supplier. As there is no direct control of the energy contracts in buildings not operated or occupied by Woking Borough Council, the action can first encourage landlords, and commercial and not for profit tenants, to adopt renewable energy contracts. Going forward the Council should stipulate within new and renewed tenancy agreements that the tenant must choose a renewable tariff in line with the Council’s climate emergency declaration.

Action 2: Encourage landlords of Council owned properties to change to renewable electricity supplies by the end of 2022.

Action 3: From 31 January 2022, all new and renewed tenancy agreements for Council owned commercial properties must stipulate the use of a renewable electricity supplier / tariff.

- 6.9 In 2019/20, the Council’s gas consumption was 27,692,153 kWh of the total 34,639,057 kWh energy consumption (including electrical energy) by the Council (see Figure 2). This equated to 80% of total energy consumption.
- 6.10 Natural gas remains the primary fuel source for ThamesWey Energy’s Combined Heat and Power network – the key supplier to many Council owned and other Town Centre premises – for the production of heating, cooling and electricity production. In 2019/20, ThamesWey-supplied energy accounted for 60.8% of the Council’s GHG footprint as reported in the GHG report. See Figure 4 below:

Figure 4: GHG emissions by source (2019/20)

Source	2019/20 GHG emissions (kg CO2e)	% of total CO2e
Vehicle usage	11,149	0.2%
Freedom leisure pavilions	97,776	1.4%
NVH	2,603,471	37.6%
ThamesWey-supplied	4,207,933	60.8%
All	6,920,329	100%

- 6.11 Therefore, between grid gas supplies and ThamesWey Energy supplies, replacing gas with low carbon heating and cooling sources could see significant decreases in the Council's carbon footprint. As well as helping to secure our ambition to be carbon neutral by 2030, this would also reduce reliance on natural gas and enhance energy security.
- 6.12 The Council's CEAP already includes the following action: "*Collaborative work with ThamesWey to deliver on carbon reduction goals e.g. decarbonising the energy supply for all Council buildings and operations and eliminate emissions directly through the supply of renewable / sustainable power sources.*"
- 6.13 Progress on the various projects that focus on the decarbonisation of ThamesWey energy networks is ongoing. This includes expansion of the CHP network and exploration of viable low carbon heating sources.
- 6.14 ThamesWey's new Poole Road energy centre is due for completion in spring 2021. The combined heat and power energy centre will supply the new Hilton Hotel, retail stores and residential towers at the Victoria Square development. Updates on the energy centre can be found at www.ThamesWeygroup.co.uk/news.
- 6.15 Furthermore, hydraulic and techno-economic modelling of the district heating networks in Woking Town Centre is underway in collaboration with consultants WSP. The hydraulic modelling seeks to understand the size of network extension necessary to supply new Town Centre developments from Poole Road, with an added scenario of creating an interconnection between this new network and the existing network supplied from Victoria Way. This interconnection would significantly aid the decarbonisation of buildings connected to this network by reducing the network temperatures, leading to an increase in both the efficiency and range of renewable heating technologies that could be utilised. The techno-economic modelling will consider the different blends of heating technologies to use, which will deliver the best outcomes in terms of efficiency, emissions, diversity, cost and other variables over the next 25 years. This will inform ThamesWey's selection of plant equipment to bolster capacity at Poole Road, which will supply further new Town Centre developments as they come through.
- 6.16 When considering CHP fuel sources and the potential to transition from natural gas to renewable sources, there are key influencing factors to take into account. Ahead of renewable biofuel/hydrogen CHP becoming commercially available, the application of renewable heat technology that already exists (i.e. heat pumps supplied with renewable grid electricity) to generate heat (and/or cooling) only, will be more viable. ThamesWey has considered possible targets linked to the carbon intensity of heat supplied, however this is a complex matter, partly dictated by the national grid carbon intensity, over which local networks have no control.
- 6.17 Another major determinant of the pace of decarbonisation that can be achieved is the growth of the local network: both the speed at which developments come through and how likely they are to connect. This has a direct influence on the speed at which the network grows and reaches capacity. A growing network would enable greater opportunities for replacement of generators with renewable sources, creating a stronger financial case to upgrade to larger, renewable units. With this in mind, Council policies can be influential in achieving both the Council and ThamesWey's mutual carbon reduction goals.

6.18 This in part can be supported through local and national planning policy tools (see section 9) but again is outside of ThamesWey’s direct scope of control, which makes developing fixed targets difficult to determine with regards renewable heat from the CHP network.

Action 4: ThamesWey to continue to explore renewable heat generators to supplement and replace natural gas fired generation plant. Incorporation of renewable generators to begin by 2026, where effective technical solutions and suitable opportunities in plant replacement cycles, exist.

Action 5: Evaluate the costs of a green gas contract for supplies not met through ThamesWey.

6.19 Current electricity contract arrangements mean that 100% of our grid-supplied electricity is from renewable sources (see section 6.6). However, this plan looks to increase the proportion of energy derived from *local* renewable generation.

6.20 As recorded in the Council’s Greenhouse Gas Emissions report 2019/20, electricity generated by Council owned solar PV totalled 323,398 kWh. See Figure 5.

Figure 5: Solar PV electricity generation by site

	2018/19 (kWh)	2019/20 (kWh)	% change
Residential sites	261,077	235,947	-9.6
Town centre sites	94,255	87,450	-7.2
Total	355,331	323,398	-9.0

6.21 As a proportion of total electricity consumption, PV generation equated to 4.65% in 2019/20.

6.22 Existing actions within Woking 2050 and the CEAP encourage further delivery of local renewables provision:

- Continue to work with partners to increase the proportion of renewable and sustainable energy consumption of Council owned buildings (Woking 2050)
- Continue to work with ThamesWey to decarbonise the energy supply for all Council buildings and operations and eliminate emissions directly through the supply of renewable / sustainable power sources (CEAP)
- Increase amount of installed photovoltaics (PV) on Woking Borough Council owned buildings (CEAP)
- Large scale renewable energy: that a large scale renewable energy plan be worked up as soon as practically possible, detailing how wind energy could be funded across the borough and how it could be complemented with solar energy (CEAP).

6.23 In order to deliver against the climate and ecological declaration; the associated targets within the CEAP; and to reach net zero, these actions have now been developed further to include measurable targets and dates (SMART actions).

Action 6: Council owned properties / landholdings to be considered for solar PV / wind in 2021 to increase local renewable energy generation; reduce reliance on grid electricity; and support national decarbonisation targets.

6.24 Pending consideration of the suitability of Council owned properties / landholdings, the Climate Change Working Group supports an aspirational target for the Council to increase the proportion of electricity supplied by PV (and other renewables) from its current amount (4.9%) to 15% by 2030 to demonstrate its ambition for net zero and local decarbonisation. This aspiration will later be verified by the viability of buildings and assets, and of course funding mechanisms, to deliver extra renewables capacity.

Action 7: 15% of corporate electricity demand to be met from local renewable energy generation (PV; solar thermal; ground source heat pumps; wind etc.) by 2030.³

7.0 Borough Baselines and Targets for Renewable Energy

7.1 The importance of securing local renewable energy generation is magnified when considering electricity consumption across the wider borough. Woking Borough Council’s electrical energy consumption (see Figure 2) equates only to 4% of the borough’s domestic electricity sales. See Figure 6.

Figure 6: Domestic electricity sales in GWh, 2018 (source: BEIS, December 2019)

Borough	Domestic electricity sales in GWh (2018)
Woking	179
Elmbridge	275
Epsom and Ewell	128
Guildford	249
Mole Valley	171
Reigate and Banstead	252
Runnymede	152
Spelthorne	166
Surrey Heath	156
Tandridge	169
Waverley	247

7.2 According to Ofgem, 19% of UK electricity supplies (Q2 2020) from the national grid were derived from wind and solar.

7.3 The UK’s Energy White Paper seeks to significantly increase this proportion, reducing UK emissions by 180 million tonnes of carbon dioxide equivalent (Mt CO₂ e) between 2023 and 2032: *“Decarbonising the energy system over the next thirty years means replacing – as far as it is possible to do so - fossil fuels with clean energy technologies such as renewables,*

³ It is important to note that the existing evidence base for the Core Strategy (dated 2010) found limited unconstrained areas of the borough suitable for wind energy infrastructure (see www.woking2027.info/ldfresearch/ccdr/ceeb.pdf). This was also supported by the RPS wind energy study conducted in 2007 (see section 10 of this document). However, the Core Strategy’s evidence base concluded there is good potential for PV.

nuclear and hydrogen.” The Paper goes on to state that the UK will require a four-fold increase in clean electricity.

- 7.4 Surrey County Council’s Climate Change Strategy states that in 2018, Surrey’s districts and boroughs had a combined total capacity of only 82.6 MW of renewable energy installed, from 11,271 sites, over 70% of which was from solar photovoltaics (PV). More can be done through delivery of local renewable energy generation.
- 7.5 Figure 7 shows Woking borough’s renewable electricity generation by number of sites and capacity. Photovoltaics are the sole type of renewable energy technology recorded.

Figure 7: Renewable electricity in Woking borough, 2019 (source: BEIS, [Renewable electricity by local authority area](#), September 2020)

Number of PV installations	966
Installed capacity	5.5 MW
Generation	5,191 MWh

- 7.6 Using Figures 6 and 7, local photovoltaic generation in Woking can be calculated as just 2.9% of the total domestic electricity sales. Although renewables account for one fifth of the national grid’s electricity supply, this local indicative figure accentuates the scale of delivery needed as we move forward to 2030 and beyond in meeting our climate emergency declaration.
- 7.7 As highlighted in section 6, the identification of potential Council owned buildings and landholdings will help the Council understand what can be achieved with large scale renewables to meet not only its corporate energy needs but also more widely in the borough. It will also determine next steps in terms of viability and further feasibility work required.
- 7.8 Pending these details, it is suggested that the Council set an aspirational target to double the borough’s installed capacity of renewables from 5.5MW to 11MW by 2030 to demonstrate its ambition for net zero and local decarbonisation. This aspiration should be later verified by assessment findings in terms of viability of buildings and assets, and of course funding mechanisms, to deliver extra renewables capacity.
- 7.9 The role of Planning in promoting the take up of renewables will also be key in bringing forward new sites at both a development scale and household level in order to increase the number of installations and installed capacity borough wide. However, caution is needed as constraints to delivery may be encountered through prevailing prescriptive national planning policy requirements. This is discussed further in section 9. Community renewable energy projects will also be important in achieving local generation at scale.

Action 8: Renewable energy capacity in Woking borough to be doubled from 5.5MW in 2019 to 11MW by 2030.

8.0 Funding for renewable energy technologies

8.1 As stated in the previous section, community renewable energy projects will be key to increasing renewable energy capacity at scale. Central to their delivery will be the ability to fund such schemes.

8.2 At a time of increasing financial pressures, innovative funding mechanisms will be needed to deliver schemes that engage the community along the way to achieve our borough wide aspirations. Local authority contributions to such schemes will be minimal, if available at all, so central and regional government grants, private investment, and community funds will be essential.

8.3 The economic challenge of accelerating delivery of renewables is highlighted in the Government's Energy White Paper:

“Delivering this transition will require billions of pounds of investment in clean energy infrastructure or new low-carbon technologies, and a major shift away from spending in fossil fuels. As set out in the National Infrastructure Strategy, delivering this volume of private investment will require multiple policy levers and the right market frameworks to encourage competition and drive down costs. This challenge is set against the backdrop of an economy which has been hit by the largest recession in 300 years as a result of the COVID-19 pandemic.”

8.4 Crowdfunding and community municipal bonds have gained press coverage recently as a tool for local authorities to raise capital for investment in energy projects and green / social infrastructure. Abundance Investments – an organisation that specialises in community municipal bonds - is a regulated crowdfunding platform that raised £4.5 million for Swindon Borough Council for investment in renewables. The scheme requires a £5 minimum deposit; is low risk, low return; and bonds are issued directly by the local authority to the public via Abundance's platform. West Berkshire Council recently raised £1 million through a 1.2% five year bond to fund solar PV on council owned buildings. It was a successful scheme with a high take up of 640 investors despite launching during lockdown. This finance model enables local authorities to bring residents on board with plans giving them a real part to play in the project and its benefits for the future environment. The schemes referenced could offer interesting models to consider in identifying the roll out of renewable energy in the borough.

8.5 Other funding sources could include:

- Central government grant schemes. In September 2020, the Government announced the Public Sector Decarbonisation Fund. The £1bn scheme offered grants for public sector bodies towards up to 100% of the costs of capital energy-saving projects. However the tight timeframes for the fund favoured "shovel ready" schemes and has since been oversubscribed. It is widely anticipated that further funding streams will be released, particularly in light of the Government's Ten Point Plan and Energy White Paper (the latter mentions its extension for a further year).
- UK Government Public Works Loan Board (PWLB) – a source for local authority borrowing, subject to UK Treasury Debt Management principles of acceptable risk to the public purse and the prudential code.

- Regional funds such as [Local Enterprise Partnership](#).
- [Salix Energy Efficiency Loan schemes](#).
- [Microgeneration Certification Scheme \(MCS\) Charitable Foundation](#).

8.6 Woking Borough Council would benefit from feasibility work to identify possible schemes that could be ready to submit when further funds are made available.

8.7 The [Greater South East Energy Hub](#) (GSEEH) works with public sector organisations and their stakeholders to support the development and financing of local energy projects. Their expertise could be beneficial in identifying sources of funding for renewables projects

8.8 Officers are in contact with GSEEH and Abundance to explore potential funding streams and finance mechanisms in furtherance of this Plan's ambitions and those of the wider CEAP.

9.0 Planning Tools

9.1 Planning Policy is a key tool in enabling the delivery of renewable energy projects across Woking borough. As detailed in section 2.2, the Council's existing Development Plan is supportive of renewable energy schemes. An objective of the Core Strategy is to lead the way in high quality sustainable development that minimises the adverse impacts of climate change, including through maximising opportunities for implementing renewable energy technologies. Policy CS23 (Renewable and Low Carbon Energy Generation) of the Core Strategy is designed to help deliver this objective. It states:

"The Council recognises significant progress needs to be made if national targets for the generation of renewable energy are to be met and encourages the development of stand-alone renewable energy installations in the borough. All proposals will be considered on their individual merits with regard to scale, location, technology type and cumulative impact on the surrounding area. The Council particularly encourages applications from community-based and community-owned projects."

9.2 The Climate Change Supplementary Planning Document gives detailed guidance for the application of Policy CS23, including advice for prospective applications for medium and large scale renewable energy applications. This is scheduled for review during 2021.

9.3 At the national level, the National Planning Policy Framework (NPPF) supports renewable and low carbon energy and associated infrastructure where adverse impacts can be addressed satisfactorily. It encourages the identification of suitable areas in local plans where this would help secure development of energy infrastructure, and highlights the importance of local community backing. National planning policy is supported by extensive renewable and low carbon energy planning practice guidance (PPG)⁴, setting out planning considerations for various technologies, and how local planning authorities and communities can develop positive strategies to promote their delivery. As stated within the

⁴ www.gov.uk/guidance/renewable-and-low-carbon-energy#developing-a-strategy-for-renewable-and-low-carbon-energy

PPG, extensive evidence is required to support the identification of potential sites for renewable energy infrastructure.

- 9.4 Local planning authorities are responsible for renewable and low carbon energy development of 50 megawatts or less installed capacity (under the Town and Country Planning Act 1990). Development over 50 megawatts capacity is currently considered by the Secretary of State for Energy under the Planning Act 2008 and the local planning authority is a statutory consultee. The energy National Policy Statements (NPS) provide a basis on which the Secretary of State can make decisions on applications for development consent. The Energy White Paper seeks to review the existing energy NPS which may impact on existing planning policy frameworks to ensure their ability to deliver the infrastructure changes needed to meet net zero:

“The suite of energy NPS establish the need for new energy infrastructure and set out a framework for the consideration of applications for development consent. We have decided that it is appropriate to review the NPS, to ensure that they reflect the policies set out in this white paper and that we continue to have a planning policy framework which can deliver the investment required to build the infrastructure needed for the transition to net zero. Work on this review will start immediately, with the aim of designating updated NPS by the end of 2021.”

- 9.5 The planning practice guidance states that it is the Government's intention to amend legislation so that all applications for onshore wind energy development are handled by local planning authorities.

Action 9: Update the Climate Change Supplementary Planning Document with a view to adoption in early 2022 to reflect national policy and guidance updates, and progress with local initiatives, which have a bearing on the application of policies CS22 and CS23 of the Core Strategy.

- 9.6 As well as the Core Strategy, neighbourhood plans can play a key role in delivering development that has the backing of local communities. Neighbourhood plans can provide an opportunity for communities to plan for community-led renewable energy developments. The updated Climate Change SPD will aim to provide more detailed guidance to assist those producing neighbourhood plans to also look at developing a community energy plan to underpin their emerging policies.

10.0 Existing Data and Identification of Sites

- 10.1 In 2007, ThamesWey Energy commissioned RPS to undertake a feasibility study on wind energy in Woking borough. The aim of the study was to identify two or three locations within the borough boundary of potential suitability for the development of wind turbines, taking account of such factors as environmental, planning, site access and wind resource issues.
- 10.2 Analysis identified a ‘long list’ of potentially suitable locations for which desk and field-based research on environmental and planning issues was undertaken. This long list was reviewed against technical feasibility criteria. Each site was assessed against criteria concerning absolute areas of constraint (e.g. conservation areas, historic buildings), possible areas of constraint (e.g. flood events, aerodrome notification areas, proximity to motorway or overhead electricity cables) and possible areas of opportunity (e.g. areas safeguarded for development, land owned by the Council).

- 10.3 Although the study concluded that there was potential to further explore the viability of wind energy in some limited sites in the borough, these would need to be subject to further assessment including ecological studies; habitat surveys; background noise measurements and wind monitoring (due to the urban location) and consultation with National Air Traffic Services (NATS) and the Ministry of Defence (MoD) with regards to aviation considerations.
- 10.4 Given the age of the study, its conclusions need to be reviewed for consideration as part of this Plan. As well as changes in the landscape of the borough, wind technology has evolved considerably over the last 14 years. This Plan also advocates greater proportions of locally generated renewable energy through a range of technologies not just large scale wind.
- 10.5 The GSEEH (see section 8.7) is reviewing the study's findings in this context.
- 10.6 As stated in section 6, the identification of potential Council owned buildings and landholdings will help the Council understand what can be achieved with (large scale) renewables more broadly. This will determine next steps in terms of viability and further feasibility work required. Sites will also be considered in the context of other aspects of sustainability work being undertaken by the Council and its partners as well as potential constraints, as mentioned elsewhere in this Plan.

11.0 Public Engagement and Consultation

- 11.1 Whilst the Council can help mobilise local delivery of renewables projects, the scale and nature of the task will require community engagement and support.
- 11.2 This will be an opportunity to emphasise links between what needs to be achieved to reduce carbon emissions and fostering public acceptance of renewable energy as part of this equation. The public, and potentially investment by local business, will play a vital role in enabling delivery and roll out of projects. [Planet Woking](#) is the natural platform through which to build on communications around renewable energy to help raise awareness and strengthen community understanding and engagement with the borough's climate emergency declaration and how renewables factor within this plan. Opportunities may also be available through the [Big Conversation](#) and Residents' Panel. The Woking Residents' Panel will also provide people who live in the borough with ongoing opportunities to shape the borough's future, by acting as a sounding board for future initiatives. Community energy projects such as those referenced in section 8.4 would also provide an opportunity for further direct public engagement and ownership, underlining that the community has a key part to play in the net zero solution.
- 11.3 This Plan will therefore also require public engagement and consultation to be undertaken as it develops, to set the task in context of the wider needs of energy and environmental security and the commitment to achieve net zero across Woking borough.

Action 10: Summaries of key documents such as the Government's Ten Point Plan and Energy White Paper to be added to the Planet Woking website to raise awareness of renewable energy technologies and their role in achieving net zero.

Action 11: Case studies and articles to be added to the Planet Woking website around renewable energy technologies and their role in achieving net zero.

Action 12: A public engagement plan to be developed in line with the key delivery milestones of this plan.

12.0 Actions, Governance and Review

- 12.1 This plan includes a number of actions relating to how large scale renewable energy technologies, notably wind and solar, could be funded and installed as a way to decarbonise the Council and borough's energy supply. These are summarised in Appendix 2.
- 12.2 The actions are also included in the wider CEAP which is reviewed on a quarterly basis with updates reported to the Climate Change Working Group.
- 12.3 Governance and monitoring of this Plan will be conducted through the Climate Change Working Group.

13.0 Conclusion and Next Steps

- 13.1 Further to its climate and ecological emergency declaration, the Council has pledged to become carbon neutral by 2030 across its own estate and operations. The Climate Emergency Action Plan (CEAP) includes measures that will reduce (and eventually eliminate) the Council's carbon footprint. Priority actions include those that look to reduce emissions associated with energy used across the Council's estate – the largest contributor to the corporate carbon footprint. However, the declaration goes beyond this and seeks borough wide carbon neutrality by 2050 at the latest.
- 13.2 While reducing energy consumption and improving energy efficiency will continue to play a key part in this agenda, decarbonising our energy supply will contribute the largest gains in carbon reduction.
- 13.3 A continuing ambition of the Climate Change Working Group is to consider the role renewable energy technologies, including large scale wind and solar, in decarbonising the Council and borough's energy supply.
- 13.4 This Plan includes a range of actions to facilitate next steps towards achieving greater proportions of locally generated renewable energy. In conclusion, the essential key factors are:
- Policy framework;
 - Political will;
 - Site availability;
 - Funding mechanisms;
 - Public engagement and consultation.
- 13.5 The Plan confirms the policy frameworks exist at both the local⁵ and national level for the pursuit of renewable energy and assert its significance in achieving net zero. The political

⁵ However, it must be noted that local planning policy poses some barriers due to current lack of land allocated for renewables in the borough's Development Plan. Viability assessments on the potential for large scale renewable energy technologies may be able to contribute towards the evidence base for future plan-making purposes.

will be confirmed by the continuing ambition of the Climate Change Working Group in this agenda.

- 13.6 The identification and potential viability of Council owned sites will be further explored as the actions within this Plan are taken forward. This will help the Council understand what can be achieved with large scale renewables to meet not only its corporate energy needs but also more widely in the borough and determine next steps in terms of viability and further feasibility work.
- 13.7 Whilst it is not yet possible to identify the exact financial cost of delivering renewables across the borough, it is acknowledged that significant investment will be required and that innovative funding mechanisms will be essential given the tightening constraints on the public purse. Engagement with experts in this area will help identify possible funding avenues and initial steps are recorded in the Plan's actions.
- 13.8 While the Council can help mobilise local delivery of renewables, the scale and nature of the task will require community engagement and support, as outlined in section 11. This would include proof of community support in determining any future planning application for large scale renewable energy infrastructure. The Plan will also require public engagement and consultation to be undertaken as it develops, to set the task in the context of the wider needs of energy and environmental security and the commitment to achieve net zero across Woking borough.

Contact Details

Prepared by the Green Infrastructure Team, Woking Borough Council

March 2021

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Appendix 1: Glossary

Term	Definition
Action Surrey	Action Surrey is an impartial energy advice service through which Surrey residents can access a network of trusted, local and experienced installers for various energy saving measures, such as loft insulation, cavity and solid wall insulation, energy efficient boilers, LED lighting, solar panels and more.
Adaptation	The action or process of recognising inevitable changes and adapting to them.
Battery storage	Battery energy storage systems are rechargeable battery systems that store energy from solar arrays or the electric grid and provide that energy to a home or business.
Biodiversity	Biological diversity – or biodiversity – is the term given to the variety of life on Earth. It is the variety within and between all species of plants, animals and micro-organisms and the ecosystems within which they live and interact. (WWF)
Bioenergy	A form of renewable energy that is derived from recently living organic materials known as biomass, which can be used to produce transportation fuels, heat, electricity, and products.
Carbon capture utilisation and storage (CCUS)	The process of capturing and storing carbon dioxide (CO ₂) before it is released into the atmosphere.
Carbon dioxide equivalent (CO ₂ e)	A metric measure used to compare the emissions from various greenhouse gases on the basis of their global-warming potential, by converting amounts of other gases to the equivalent amount of carbon dioxide with the same global warming potential.
Carbon neutral	Making or resulting in no net release of carbon dioxide into the atmosphere. The aim is to prevent the release of large quantities of CO ₂ into the atmosphere from heavy industry. It is a potential means of mitigating the contribution to climate change.
Clean electricity	Also known as green electricity or green energy, clean electricity is electrical power produced by methods that use renewable energy resources (i.e. those that can be replenished) and do not cause pollution or emissions.
Clean hydrogen	Hydrogen can be produced via electrolysis from renewable energy sources such as solar, wind or tidal power. Hydrogen fuel is a zero carbon fuel burned with oxygen. It can be used in fuel cells or internal combustion engines such as cars and buses.

Climate Change Committee	The UK's independent climate advisory body. See www.theccc.org.uk/
Climate Change Working Group	<p>The climate change working group is a cross political party group of Woking Borough Council which was established in March 2003 to discuss sustainability and environmental issues in the borough.</p> <p>The working group reviews and directs implementation of <u>Woking 2050</u>, the Council's climate change strategy, and <u>Natural Woking</u>, its biodiversity and green infrastructure strategy.</p>
Climate Emergency Action Plan (CEAP)	The CEAP identifies actions to be taken by the Council in order to eliminate our contribution to climate change in line with our climate and ecological emergency declaration.
Combined Heat and Power (CHP) network/district heating networks	A highly efficient process that captures and utilises the heat that is a by-product of the electricity generation process. By generating heat and power simultaneously, CHP can reduce carbon emissions by up to 30% compared to the separate means of conventional generation via a boiler and power station. The CHP network refers to a smaller 'grid' of properties to which energy from the CHP plant is supplied. The limited extent of the network reduces transmission losses.
Council estate and operations	The Council's own estate and operations covers all our owned assets to reflect the responsibility and influence that we have in terms of the carbon footprint associated with all buildings in its ownership.
Decarbonisation	The process of removing or reducing carbon dioxide (CO ₂) output.
Development plan	Includes adopted local plans (such as Woking's Core Strategy), neighbourhood plans, spatial development strategies and any regional strategy policies that remain in force.
Display Energy Certificates (DECs)	DECs are designed to show the energy performance of public buildings. They use a scale that runs from 'A' to 'G' - 'A' being the most efficient and 'G' being the least.
Energy Performance Certificates (EPCs)	An Energy Performance Certificate (EPC) measures the energy efficiency of a property on a scale of A-G. Energy Performance Certificates were introduced in England and Wales in 2007 and are a legal requirement for a building to be sold, let or

	constructed. Once obtained, an EPC is valid for 10 years.
Green infrastructure	A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities (NPPF).
Greenhouse gas emissions (GHG)	Gases in the Earth's atmosphere that absorb and emit radiation. This process is considered a fundamental cause of the greenhouse effect. The primary greenhouse gases are carbon dioxide, methane and nitrous oxide. Greenhouse gases greatly affect the temperature of the Earth.
Ground Source Heat Pump (GSHP)	Ground source heat pumps (GSHPs) use pipes that are buried in the garden to extract heat from the ground. This heat can then be used to heat radiators, underfloor or warm air heating systems and hot water in your home.
Heat pumps	A device that transfers heat from a source (such as the heat of the soil in the garden) to another location (like the hot water system of a house).
Low carbon technologies	Low and zero carbon technology is the term given to technologies that emit low levels of CO2 emissions, or no next CO2 emissions.
Mitigation	Efforts to reduce or prevent emission of greenhouse gases.
National Grid	The system operator of Great Britain's electricity and gas supply. This includes England, Scotland and Wales. It is the company that manages the network and distribution of electricity and gas that powers all our homes and businesses.
National Planning Policy Framework (NPPF)	The NPPF sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local people and their Councils can produce their own, distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.
Neighbourhood plan	A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area.
Net zero	Net zero means that the UK's total greenhouse gas (GHG) emissions would be equal to or less than the emissions the UK removed from the environment.
Renewable	In terms of resources, those that are renewable are not limited in availability. Their source will never run out. Coal and gas are finite resources as their stocks are exhaustible. Wind is renewable as it will forever be available.

Resilience	In the context of this Plan we consider community resilience and our duty to ensure the community is able to withstand, and recover quickly from, an event or situation which threatens serious damage to human welfare or the environment.
Scope 1, 2 and 3 emissions	<p>Scope 1 – All Direct Emissions from the activities of an organisation or under their control. Including fuel combustion on site such as gas boilers, fleet vehicles and air-conditioning leaks.</p> <p>Scope 2 – Indirect Emissions from electricity purchased and used by the organisation. Emissions are created during the production of the energy and eventually used by the organisation.</p> <p>Scope 3 – All Other Indirect Emissions from activities of the organisation, occurring from sources that they do not own or control. These are usually the greatest share of the carbon footprint, covering emissions associated with business travel, procurement, waste and water.</p>
Solar photovoltaics (PV)	Special cells that generate a small electric current in sunlight are linked together to form photovoltaic (PV) panels. Photovoltaic means electricity from light, and the process converts solar electrical energy.
Solar thermal	The term 'solar thermal' is used to describe a system where the energy from the sun is harvested to be used for its heat. Solar thermal systems differ from solar photovoltaics, which convert sunlight directly into electricity.
Supplementary Planning Document (SPD)	Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on particular issues, such as climate change. SPDs are capable of being a material consideration in planning decisions, but are not part of the development plan.
Sustainable	This can refer to development or the use of a resource – its use or existence must be able to be continued without being detrimental to the environment, or endangering the resource for its use by future generations.
ThamesWey / ThamesWey Sustainable Communities Ltd (TSCL)	<p>The Council established ThamesWey Limited in 1999 to make long-term energy and environmental project investments in support of what subsequently became the Council's Climate Change Strategy.</p> <p>ThamesWey Sustainable Communities provides customer services and administration for all ThamesWey companies, as well as provide technical,</p>

	<p>strategic and project management services to both public and private sector clients in the fields of sustainable energy, energy efficiency and energy services company (ESCO) development.</p> <p>Further information is available at www.ThamesWeygroup.co.uk</p>
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Appendix 2: Summary of Actions

	Action	By When	Responsibility
1	Source 100% of corporate electricity through renewable energy contracts.	2021 and ongoing	Procurement / Building Services
2	Encourage landlords of Council owned properties to change to renewable electricity supplies by the end of 2022.	2022	Estates Management
3	From 31 January 2022, all new and renewed tenancy agreements for Council owned commercial properties must stipulate the use of a renewable electricity supplier / tariff.	2022	Estates Management
4	ThamesWey to continue to explore renewable heat generators to supplement and replace natural gas fired generation plant. Incorporation of renewable generators to begin by 2026, where effective technical solutions and suitable opportunities in plant replacement cycles, exist.	2025 - 2030	ThamesWey
5	Evaluate the costs of a green gas contract for supplies not met through ThamesWey.	2023	Procurement / Building Services
6	Council owned properties / landholdings to be considered for PV / wind in 2021 to increase local renewable energy generation; reduce reliance on grid electricity; and support national decarbonisation targets.	2021	Estates Management / Green Infrastructure / ThamesWey
7	15% of corporate electricity demand to be met from local renewable energy generation (PV; solar thermal; GSHP; wind etc) by 2030.	2030	Estates Management / Green Infrastructure / ThamesWey
8	Renewable energy capacity in Woking borough to be doubled from 5.5MW in 2019 to 11MW by 2030.	2030	Estates Management / Green Infrastructure / ThamesWey
9	Update the Climate Change Supplementary Planning Document with a view to adoption in early 2022 to reflect national policy and guidance updates, and progress with local initiatives, which have a bearing on the application of policies CS22 and CS23 of the Core Strategy.	2021	Planning Policy
10	Summaries of key documents such as the Government's Ten Point Plan and Energy White Paper to be added to the Planet Woking website to raise awareness of renewable energy technologies and their role in achieving net zero.	2021	Green Infrastructure
11	Case studies and articles to be added to the Planet Woking website around renewable energy technologies and their role in achieving net zero.	2021	Green Infrastructure

12	A public engagement plan to be developed in line with the key delivery milestones of this plan.	2021/22	Green Infrastructure in liaison with Marketing Communications
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EXECUTIVE – 17 JUNE 2021

RECOMMENDATION FROM CLIMATE CHANGE WORKING GROUP – THE USE OF AUDIO, VIDEO OR WEB CONFERENCING FOR NON-STATUTORY MEETINGS

Executive Summary

At its meeting on 18 March 2021, the Climate Change Working Group agreed to support the use of audio, video or web conferencing as a preferred and standard meeting method in order to avoid unnecessary travel to meetings where possible and reduce associated carbon emissions.

It is noted that emergency government legislation concerning remote meetings will not be extended for statutory meetings. However, the Portfolio Holder for Environment and Sustainability and the Chairman of the Climate Change Working Group propose that future meetings of the Working Group, and other non-statutory meetings, should continue where practical, on a remote basis. This would have clear benefits for the Council's pledge to reduce carbon emissions as stated in its climate and ecological emergency declaration and associated action plan. This is proposed whilst acknowledging that face-to-face and/or hybrid meetings are sometimes necessary and that technology requirements to enable the latter will be reviewed to maximise their effectiveness.

This proposal is recommended for consideration by the Executive under the delegated authority given to the Portfolio Holder for Environment and Sustainability and the Chairman of the Climate Change Working Group by that Working Group. The proposal will be covered by the Climate Change Working Group at its meeting on 10 June 2021.

Recommendations

The Executive is requested to:

RESOLVE That

non--statutory meetings, should continue where practical, on a remote basis via audio, video or web-conferencing in line with the Council's pledge to reduce carbon emissions as stated in its climate and ecological emergency declaration and associated action plan.

Reasons for Decision

Reason: The Council's Climate Emergency Action Plan includes an action that seeks to avoid unnecessary travel to meetings where possible. The pandemic saw audio, video and web conferencing as a practical and successful way to conduct remote meetings. The Climate Change Working Group proposes that this should continue for non-statutory meetings.

The Executive has the authority to determine the recommendation(s) set out above.

Recommendation from Climate Change Working Group – The Use of Audio, Video or Web Conferencing for Non-Statutory Meetings

Background Papers: None.

Reporting Person: Geoff McManus, Director of Neighbourhood Services
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Shadow Portfolio Holder: Councillor Ken Howard
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Date Published: 9 June 2021

Recommendation from Climate Change Working Group – The Use of Audio, Video or Web Conferencing for Non-Statutory Meetings

1.0 Introduction and background

- 1.1 At its meeting on 18 March 2021, the Climate Change Working Group agreed to support the use of audio, video or web conferencing as a preferred and standard meeting method in order to reduce and avoid unnecessary travel to meetings where possible and reduce associated carbon emissions.
- 1.2 During the COVID-19 pandemic the government introduced the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to enable all local authority meetings before 7 May 2021 to be held remotely. The regulations were brought in specifically to help local authorities deal with the challenges of holding in-person meetings during the coronavirus pandemic. On 25 March 2021, the government confirmed that the emergency legislation will not be extended and that statutory meetings should proceed face-to-face.
- 1.3 Remote meetings bring benefits of flexibility and importantly in terms of reduced travel and associated carbon savings. In this way, the Portfolio Holder for Environment and Sustainability and the Chairman of the Climate Change Working Group propose that future meetings of the Working Group, and other non-statutory meetings, should continue where practical, on a remote basis.
- 1.4 The Council's Climate Emergency Action Plan includes an action that seeks to avoid unnecessary travel to meetings where possible. Remote meetings by means of audio, video or web conferencing fit with the need to reduce carbon emissions associated with the corporate estate, including business related travel.
- 1.5 This is however proposed whilst acknowledging that face-to-face and/or hybrid meetings are sometimes necessary and that technology requirements to enable the latter are currently being developed at the Civic Offices to support a future flexible and hybrid working model for the Council.
- 1.6 This proposal is recommended for consideration by the Executive under the delegated authority given to the Portfolio Holder for Environment and Sustainability and the Chairman of the Climate Change Working Group by that Working Group. The proposal will be covered by the Climate Change Working Group at its meeting on 10 June 2021. If any further comments arise from that discussion, a verbal update will be provided to the Executive.

2.0 Conclusions

- 2.1 The pandemic saw audio, video and web conferencing as a practical and successful way to conduct remote meetings. The use of technology in this way brings with it the opportunity to avoid unnecessary travel to meetings which is a stated action within the Council's Climate Emergency Action Plan. Where practical, the Climate Change Working Group proposes that this should continue for non-statutory meetings.
- 2.2 The Council is positively embracing and planning for greater flexible and remote working in order to gain both operational efficiencies and to reduce travel demands in support of the climate emergency action plan. This includes the provision of online meeting and collaboration platforms and the roll out of Office 365.

3.0 Corporate Strategy

- 3.1 The use of technology, where practical, to avoid unnecessary travel to meetings by councillors, staff and representatives of the Council's partner organisations, will support delivery of the Corporate Plan objectives of effective use of resources and improving the Borough's biodiversity and green infrastructure whilst upholding the digital first principle.

Recommendation from Climate Change Working Group – The Use of Audio, Video or Web Conferencing for Non-Statutory Meetings

4.0 Implications

Finance and Risk

- 4.1 The financial implications for Office 365 are within the current ICT investment programme.
- 4.2 There are no risk management implications associated with this report.

Equalities and Human Resources

- 4.3 There are no equalities implications associated with this report.
- 4.4 There are no additional human resource or training and development implications.

Legal

- 4.5 There are no legal implications associated with this report.

Sustainability

- 4.6 The use of audio, video and web conferencing avoids unnecessary travel to meetings and associated carbon emissions which is a stated action within the Council's Climate Emergency Action Plan.

5.0 Engagement and Consultation

- 5.1 The Climate Change Working Group was consulted on this proposal at its meetings on 18 March 2021 and will be consulted again on 10 June 2021.

REPORT ENDS

EXECUTIVE – 17 JUNE 2021

VICTORIA WAY CENTRAL RESERVE

Executive Summary

At Full Council meeting on 11 February 2021 an update was provided on the Victoria Square Project. Council resolved that Officers would detail further costings and programme information for consideration of the Executive.

The element of the overall Victoria Square project being reported herein is the project to refurbish and replant Victoria Way Central Reservation from the junction of Lockfield Drive to Brook House roundabout at the junction with Chertsey Road (but excluding works to the roundabout).

As the main road through Woking this was identified as being one of the elements of the Victoria Square project and works estimated at £750,000. This report gives further detail on this element of the project with regard to costings and programme.

The design principles for this stretch of the A320 from Lockfield Drive to Brook House roundabout will form a mix of champion trees, raised beds, crossing gardens, with the planting featuring seasonal perennial shrubs which are designed to add a sensory experience at key crossing points, and be low maintenance and attractive to wildlife.

Recommendations

The Executive is requested to:

RESOLVE That

the project be agreed to proceed to implementation.

Reasons for Decision

Reason: The Victoria Way central reserve requires refurbishing and replanting following the removal of the planting which was necessary as part of the improvement works including the installation of new street lighting associated with Victoria Square development.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None.

Reporting Person: Geoff McManus, Director of Neighbourhood Services
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Portfolio Holder: Councillor Colin Kemp
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Shadow Portfolio Holder: Councillor Ian Johnson
Email: cllrian.johnson@woking.gov.uk

Date Published: 9 June 2021

1.0 Introduction

- 1.1 Following Full Council on 11 February 2021 it was requested that further details were presented to the Executive to take forward the Victoria Square related works.
- 1.2 The intention is that works are agreed, procured and implemented in time for the opening of Victoria Place (new brand for the Victoria Square development) which will be a destination in itself once fully open at the end of this year.

2.0 Victoria Way Central Reserve Design

- 2.1 The proposals are for the Victoria Way central reservation, comprised of the East Median strip, Central Median strip and West Median. Two additional island gardens have also been included in the overall vision, to the north west of the Ambassadors Theatre, near the stage door, across the East Median and at the Boundary Way crossing beyond the roundabout.
- 2.2 The design has been collated by 51 Architecture, an award winning architecture practice, to develop a holistic overview of the inherent condition and opportunity of various sites in Woking.
- 2.3 Mature form and existing tree clusters within Victoria Way and Chertsey Road as well as initial impact of different species were taken into account in the design.
- 2.4 The existing medians will be raised to provide sufficient rooting volumes for species selected, enough to support them into maturity, especially in the narrower parts of the central reservation where raised kerbs add extra depth with minimum impact on existing roads and kerbs.

3.0 Works and Costings

- 3.1 The estimated total cost of the works is approximately £750,000. The outline costing is provided in the attached appendix. The exact cost will be confirmed following the tender process using existing frameworks.
- 3.2 The proposed design for Brook House roundabout has been omitted from the project original design.

4.0 Programme

- 4.1 Subject to approval by the Executive, there is a relatively short programme to procure and implement the scheme prior to the opening of Victoria Square.
- 4.2 A framework agreement will be used for the supply and implementation, copy of the report has been attached in separate appendices as well as a high level programme of most equipment and the specification for the supply, installation, maintenance and content management has been attached in separate appendices as well as the proposed programme.

5.0 Corporate Strategy

- 5.1 The proposed works are necessary to complement key infrastructure projects around the town. Planting arrangements have been proposed to visually demonstrate a green theme in a busy town centre environment.

6.0 Implications

Finance and Risk

- 6.1 The budget for the proposed works are being met by the Victoria Square development as agreed by Full Council on 11 February 2021.

- 6.2 Dependent upon the design, costings and programme approval there is a risk that the new central reserve works and planting is not in place for the launch of Victoria Place.

Equalities and Human Resources

- 6.3 No human resource or training and development issues are arising from this paper.
- 6.4 There are no equalities issues arising from the report.

Legal

- 6.5 There are no legal implications associated with this report.

7.0 Engagement and Consultation

- 7.1 The Council's Portfolio Holder, Surrey County Council highways and the Victoria Square team have been engaged in the preparation of this report.

REPORT ENDS

Appendix Title: High Level Programme of Works

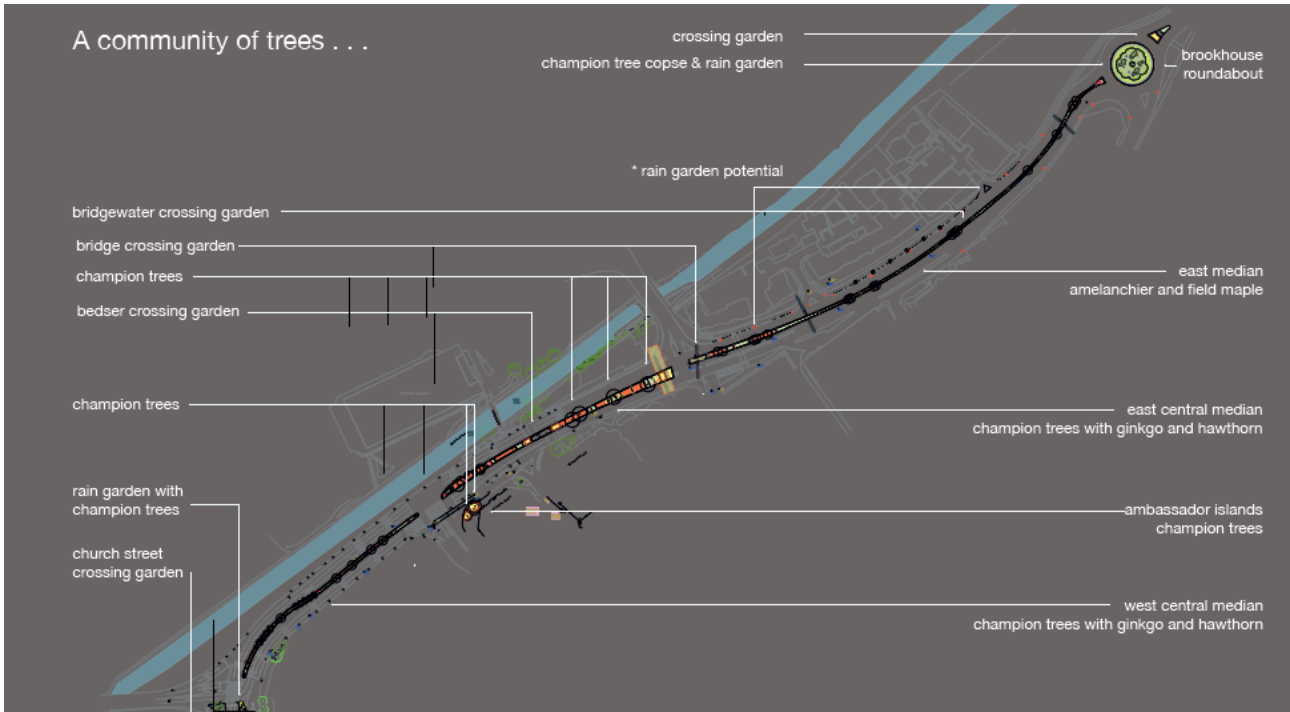
High level programme for Central Reservation project

	June				July				August				September				October			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Tender process and selection			■	■																
Contract assessment and reward					■	■														
Contractor's mobilisation						■	■													
Phase one A - Lockfield Drive to Car park ramp entrance									■	■	■	■								
TM installation									■											
Civil Works									■	■										
planting preparation										■	■									
Planting										■	■	■								
TM Removal												■								
Phase One B - Car park ramp to Chobham Road													■	■	■	■				
TM installation													■							
Civil Works													■	■						
planting preparation														■	■					
Planting														■	■	■				
TM Removal																■				
Phase Two - Chobham Road to brookhouse roundabout																	■	■	■	■
TM installation																	■			
Civil Works																	■	■		
planting preparation																		■	■	
Planting																		■	■	■
TM Removal																				■

Appendix Title: Project Costing

Victoria Way central reserve between Brook House roundabout and Lockfield Drive, Rev B		Rev B (02/06/21)
Phase Two: Brookhouse Roundabout to Chobham Road Junction (361 metres)		£120,986.00
Phase One A & B : Chobham Road Junction to Lockfield Junction (386 metres)		£138,210.00
Corten planters and kerbs as specified by Landscape Engineer (60% of total)		95,840.00
Supply & plant trees and shrubs as specified by Landscape Engineer (60% of total)		187,800.00
Underground services diversionary works (60% of total)		79,500.00
New irrigation equipment specified by the Landscape Engineer (60% of total)		127,600.00
TOTAL		749,936.00

Appendix Title: Proposed Design 1



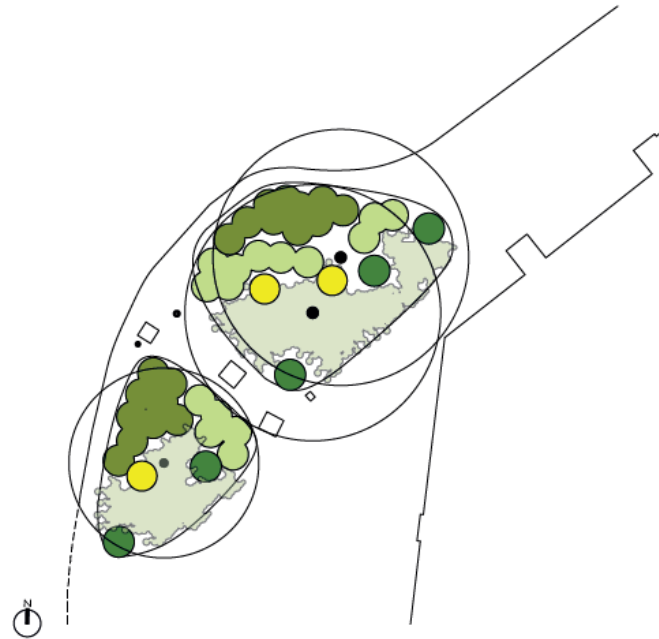
Appendix Title: Proposed Design 2



Appendix Title: Proposed Design 3






Planting Plan
1:100 @ A3

Ref: Architect's Drawing 4009



1A Planting Schedule

NO.	BOTANICAL NAME	COMMON NAME	FORM	SIZE	HEIGHT
no2 TREES					
3	<i>Liodendron latifolius</i>	Tulip Tree	ovls	FB	3.0-4.0m
no4 TOPSAY					
5	<i>Taxus baccata</i>	Yew	dome	FB	110cm
no50 SHRUBS					
20	<i>Acacia japonica 'Yozanme'</i>	Unspotted Laurel	SA	60-80cm	
16	<i>Hedera helix 'Arborescens'</i>	Shrubby Ivy	SHL	40-60cm	
3	<i>Philadelphus coronarius 'Aureus'</i>	Golden Mock Orange	SL	40-60cm	
no258 PERENNIALS					
50	<i>Erigeron karwinskianus</i>	Flaxbane		5cm	
24	<i>Hedera cv.</i>	small-leaved ivy-forming		5cm	
50	<i>Luzula silesiaca 'Majuscula'</i>	Stoney Grass		25	
24	<i>Polystichum adnigrum 'Hemifolium'</i>	Soft Shield Fern		25	
50	<i>Wolostkies ternata</i>			5cm	
400	<i>Veronica canadensis 'Phospheni's eye, alium</i>	Spiky Euba			

 <i>Taxus baccata</i> (Yew) - clipped dome	 mixed perennial
 <i>Acacia japonica 'Yozanme'</i> (Unspotted Laurel)	 <i>Philadelphus coronarius 'Aureus'</i> (Golden Mock Orange)
 <i>Hedera helix 'Arborescens'</i> (Shrubby Ivy)	

Revisions:

design	WKG-LD-409	rev	-
by	Woking Borough Council	drawn	for information
	Ambassadors Island		
project	Woking Borough Council	scale	1:100 @ A3
drawn	STV Architecture	checked	PS date 19/01/27

For Security, INFORMATION LAISSEZ-PASSER ONLY

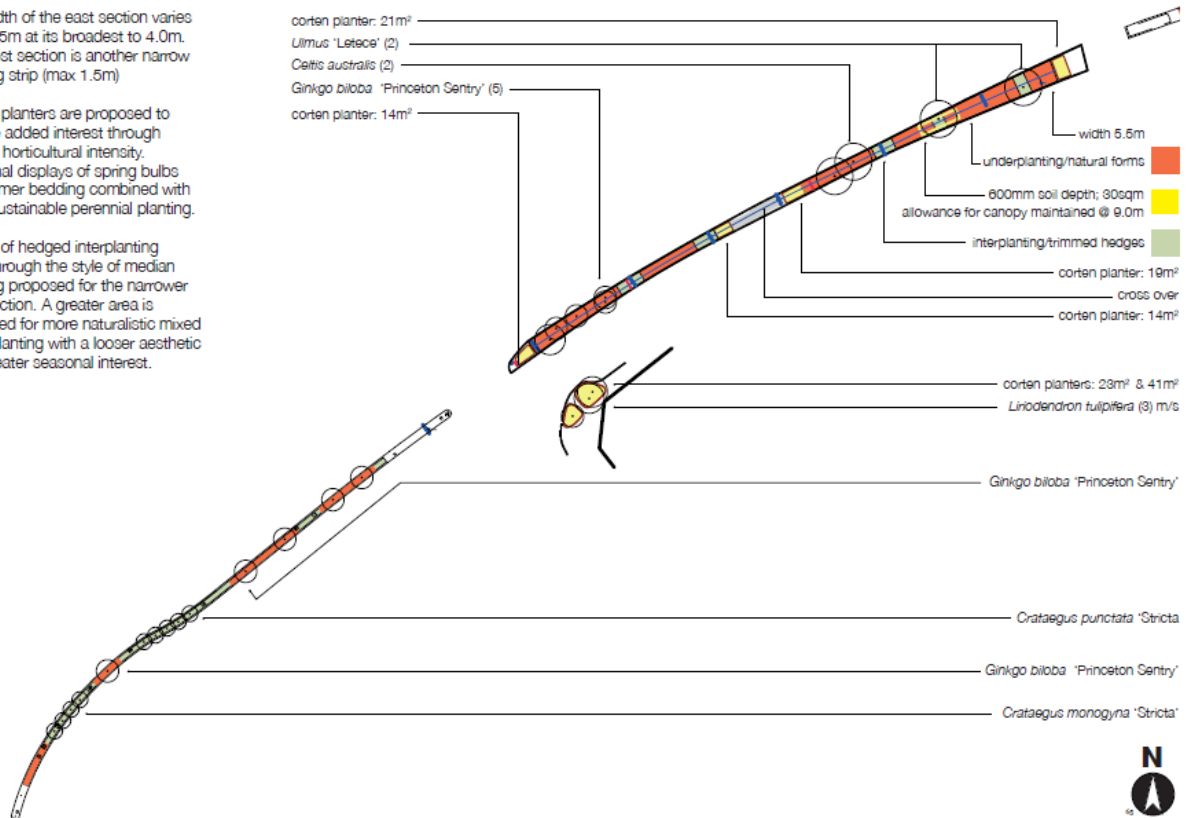
Appendix Title: Proposed Design 4

Central Medians

The width of the east section varies from 5.5m at its broadest to 4.0m. The west section is another narrow planting strip (max 1.5m)

Corten planters are proposed to provide added interest through greater horticultural intensity. Seasonal displays of spring bulbs or summer bedding combined with more sustainable perennial planting.

Blocks of hedged interplanting carry through the style of median planting proposed for the narrower east section. A greater area is proposed for more naturalistic mixed underplanting with a looser aesthetic and greater seasonal interest.



- corten planter: 21m²
- Ulmus 'Lutesce'* (2)
- Celtis australis* (2)
- Ginkgo biloba 'Princeton Sentry'* (5)
- corten planter: 14m²

- width 5.5m
- underplanting/natural forms
- 800mm soil depth; 30sqm allowance for canopy maintained @ 9.0m
- interplanting/trimmed hedge
- corten planter: 19m² cross over
- corten planter: 14m²

- corten planters: 23m² & 41m²
- Liriodendron tulipifera* (8) m/s

Ginkgo biloba 'Princeton Sentry'

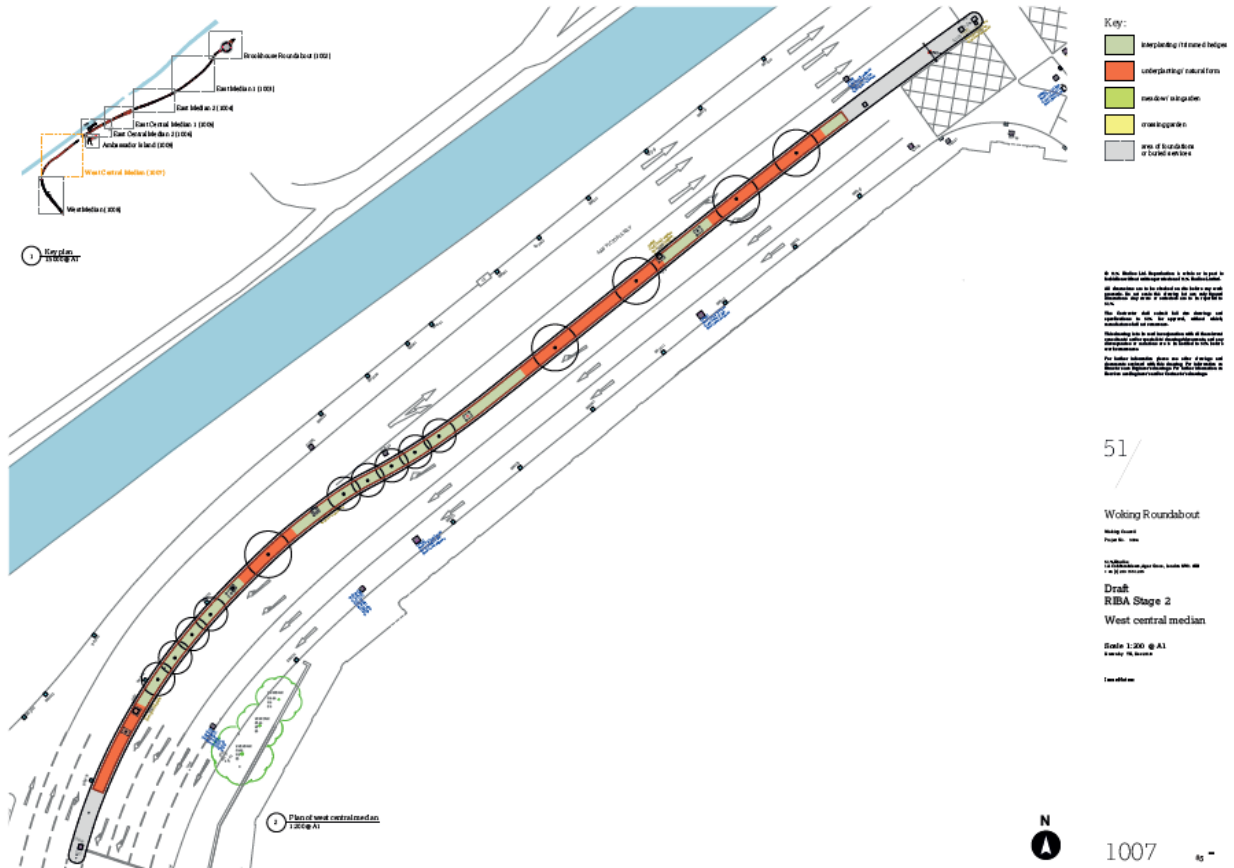
Crataegus punctata 'Stricta'

Ginkgo biloba 'Princeton Sentry'

Crataegus monogyna 'Stricta'



Appendix Title: Proposed Design 5



EXECUTIVE – 17 JUNE 2021

TOWN CENTRE SIGNAGE – WAYFINDING PROJECT

Executive Summary

The project is to ensure that pedestrian signage in and around Woking town centre is updated to take account of new locations and direction as a result of the new Victoria Square development.

The proposed wayfinding consists of on-street signage with mapping and information hubs incorporating existing directional signs at key decision points. It relies on mixing and matching a small family of products designed to uncover the fastest routes possible whilst giving users appropriate information they need for a variety of circumstances and locations.

Two options are presented for consideration. The first optimising the use of the new technology and the second option being a mix including more traditional totems displaying key locations.

The proposed locations of the new digital kiosks and non-digital totems are shown in separate appendices. Specific locations of the new kiosks in Victoria Square have been confirmed by Victoria Square Woking Limited who will install them directly in the new street scene.

Option 2 is the recommended option as it offers the best value and a choice to users, those who will readily interact with smart hubs and others who prefer to read traditional wayfinding maps on the totems without touchpoints on screens.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the Woking Town Centre Wayfinding project be agreed to proceed to implementation; and
- (ii) Option 2 be approved.

Reasons for Decision

Reason: The signage in and around Woking town centre requires updating to take account of the changing town centre and the imminent opening of Victoria Square development.

The Executive has the authority to determine the recommendation(s) set out above.

Town Centre Signage – Wayfinding Project

Background Papers: None.

Reporting Person: Geoff McManus, Director of Neighbourhood Services
Email: geoff.mcmanus@woking.gov.uk, Extn: 3707

Contact Person: George Chisenga, Town Centre Engineer
Email: george.chisenga@woking.gov.uk, Extn: 3733

Portfolio Holder: Councillor Colin Kemp
Email: cllrcolin.kemp@woking.gov.uk

Shadow Portfolio Holder: Councillor Ian Johnson
Email: cllrian.johnson@woking.gov.uk

Date Published: 9 June 2021

1.0 Introduction

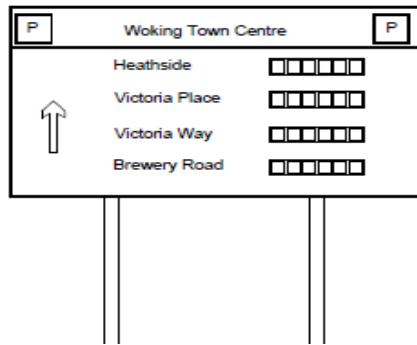
- 1.1 Following Full Council on 11 February 2021, it was requested that further details were presented to the Executive to take forward the Woking Town Centre Wayfinding project.
- 1.2 The intention is that a system is agreed, procured and implemented in time for the opening of Victoria Place (new brand for the Victoria Square development) which will be a destination in itself once fully open at the end of this year. To further promote Victoria Place there are details shown below regarding highway signage which will also be updated this year.
- 1.3 Two options have been presented for consideration with the recommended option for pedestrian wayfinding combining a mix of modern and traditional signs.

2.0 Pedestrian Wayfinding Options

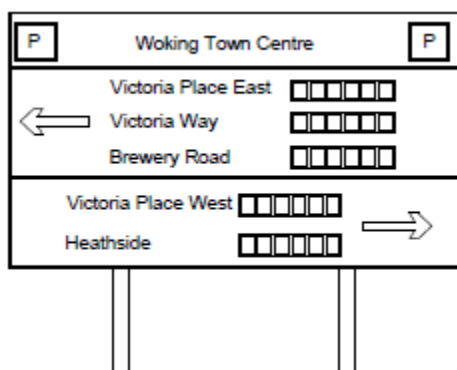
- 2.1 Option 1 comprises of removing existing totems and installing 16 new digital smart hubs across the town including the new Victoria Square. Five of the proposed Smart hubs will be provided by Victoria Square Woking Limited (VSWL) and the Highway Infrastructure Fund. These are excluded from this project cost estimate. A digital smart hub provides a one-stop station for information, maps and directional orientation, intelligent routing, monitoring and destination recognition. Cost estimate £400,000.
- 2.2 Option 2 as the recommended option involves removing existing totems and installing a mix of 8 digital smart hubs and 8 non-digital navigation totems. Five of the proposed Smart hubs will be provided by Victoria Square Woking Limited (VSWL) and the Highway Infrastructure Fund. These are excluded from this project cost estimate. A non-digital navigation totem includes a locality and wider area maps that allows people not only to plan local journeys but also routes to wider key destinations in surrounding areas. Cost estimate £250,000.
- 2.3 The Victoria Place team have approved V shaped signage for the new digital displays and the intention would be to make sure that we have a consistent look for any new equipment procured as part of this project.
- 2.4 The proposed locations of the new digital kiosks and non-digital totems are shown as separate appendices. Specific locations of the new kiosks in Victoria Square have been confirmed in the new street scene.

3.0 Highway Signs

- 3.1 The large highway variable message signs that can be seen on the approaches to Woking town centre are also being updated as part of the ongoing car park system installation.
- 3.2 As well as existing town centre destinations the signs will show Victoria Place rather than the generic “shopping” term as existing which will serve to signpost and promote the new shape of Woking town centre.
- 3.3 Static signage will also be updated to direct motorists appropriately.
- 3.4 As an example of the variable message signs the sign on the approach from the A320, Guildford Road will read as below.



- 3.5 As a further example, the sign on the approach from Lockfield Drive will show Victoria Place East and West to signify the existing shopping entrance to the east and the new entrance to the west which will be available before the end of the year.



- 3.6 Practically all the existing blue, yellow, new red and Victoria Place car parks are linked to allow vehicles to move throughout all the car parks.

- 3.7 Consideration is also being given to renaming Victoria Way car park to “The Well’s” car park as we move forward.

4.0 Programme

- 4.1 Subject to approval by the Executive there is a relatively short programme to procure and install new signage prior to the opening of Victoria Square.

- 4.2 A framework agreement will be used for the supply of most equipment and a specification for the supply, installation, maintenance and content management has been proposed as well as the proposed programme.

5.0 Corporate Strategy

- 5.1 The proposed project is necessary to engage with our communities and assist them to navigate with confidence the new town centre street scene as a result of the new Victoria Place development.

- 5.2 The proposed bespoke wayfinding products will also promote the new shape of Woking town centre and attract more visitors and new business into the town.

6.0 Implications

Finance and Risk

- 6.1 The budget for the proposed works are being met by the Victoria Square development as agreed by Full Council on 11 February 2021.
- 6.2 Dependent upon the identification and supply of equipment there is a risk that all the new signage is not in place for the launch of Victoria Place.

Equalities and Human Resources

- 6.3 There are no equalities issues arising from the report.
- 6.4 No human resource or training and development issues are arising from this paper.

Legal

- 6.5 There are no legal issues arising from this report.

7.0 Engagement and Consultation

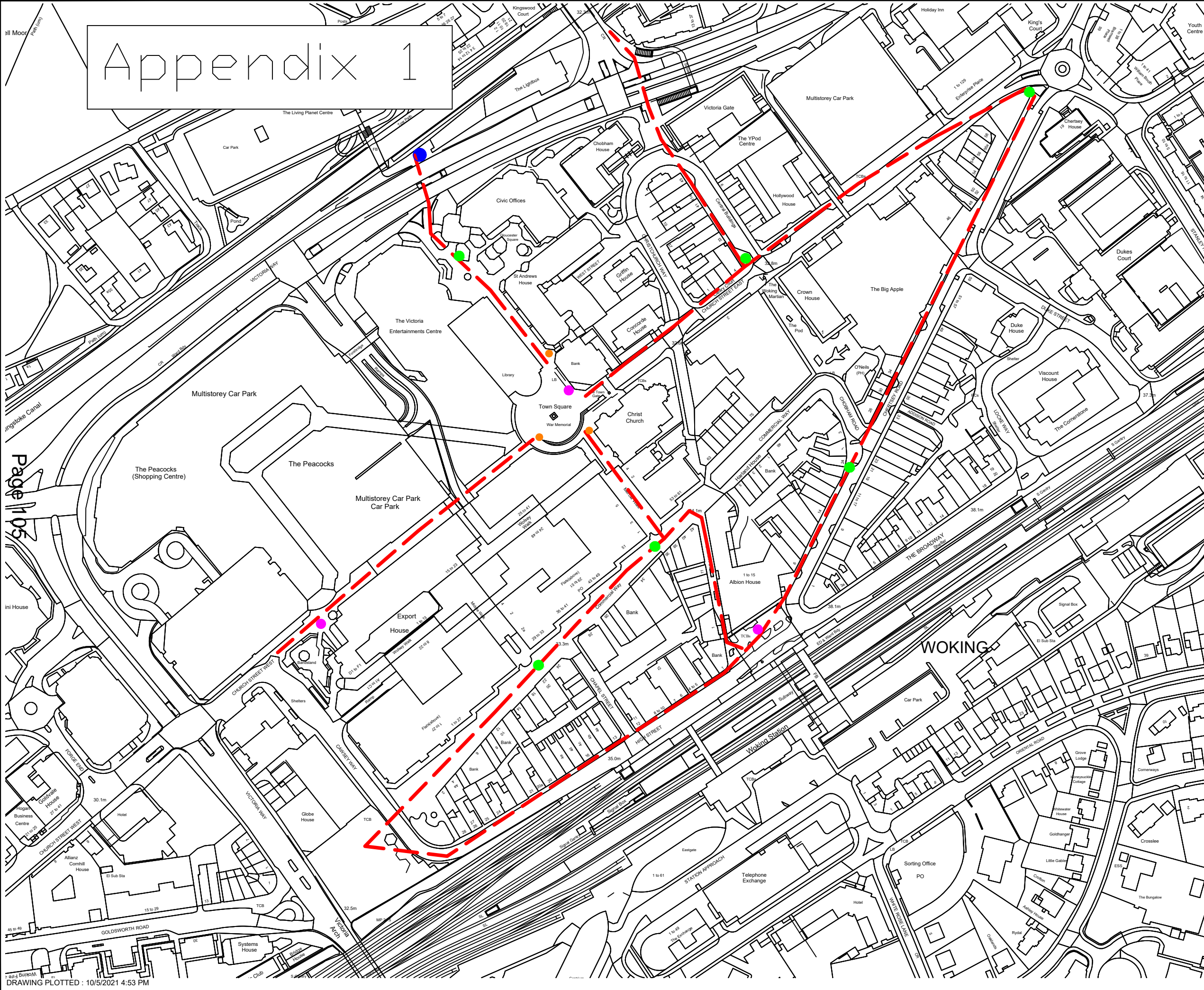
- 7.1 The Council's Portfolio Holder, Surrey County Council highways and the Victoria Square team have been engaged in the preparation of this report.

REPORT ENDS

Appendices

- Appendix 1: Existing layout of walking network and signposting.
- Appendix 2: Option 1- General Arrangement of 16 new Smart Hubs.
- Appendix 3: Option 2: General Arrangement of a mix of 3 new Smart Hubs and 8 non-digital Navigation Totems.
- Appendix 4: Outline Programme.

Appendix 1



THE SCALING OF THIS DRAWING CANNOT BE ASSURED

REV.	DESCRIPTION	DATE	BY
P1	ISSUED FOR COMMENTS	XX.XX.XX	XX

- Wider Totem
- Navigation Totem
- Existing Lamp Column Finger signage
- Fingerpost
- - - Walking Network

GENERAL NOTES:
 1. THIS DRAWING TO BE READ IN CONJUNCTION WITH THE SPECIFICATION

CIVIC OFFICES, GLOUCESTER SQUARE
 WOKING, SURREY, GU21 6YL.
 TEL : 01483 755855 FAX :01483 723580



STATUS
FEASIBILITY STUDY

PROJECT
 Wayfinder Upgrade

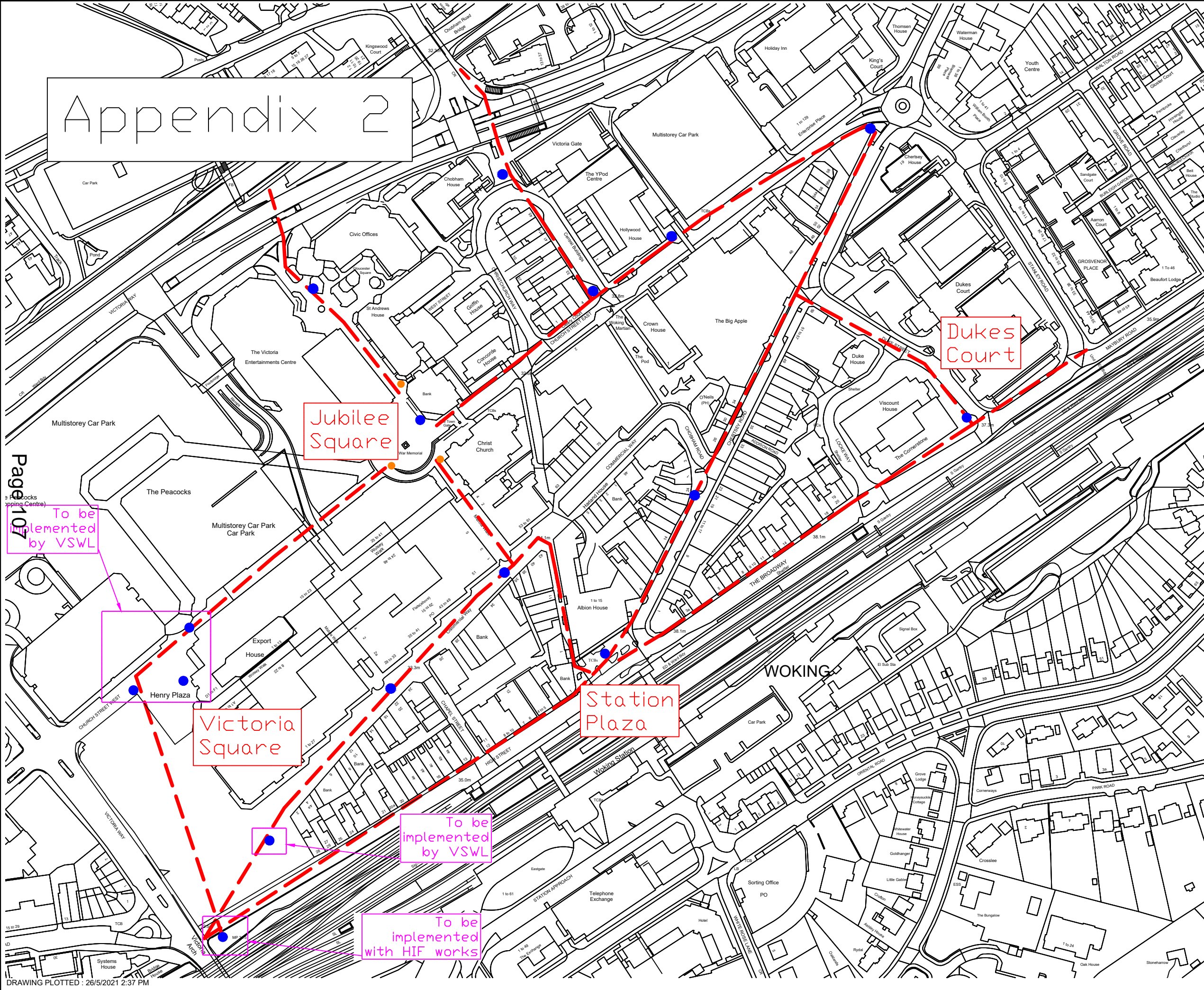
PROJECT DESCRIPTION

DRAWING TITLE
**General Arrangement-
 Walking Network and existing signposting**

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CAD FOLDER REF: S:\PLACE\TOWNCENTRE\ENGINEERING\CAD_DRAWINGS\WAYFINDER		
PROPERTY REF: WAYFINDER	DRAWING No. -Existing	

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Appendix 2



THE SCALING OF THIS DRAWING CANNOT BE ASSURED

REV.	DESCRIPTION	DATE	BY
P1	ISSUED FOR COMMENTS	XX.XX.XX	XX

- Digital Smart Hub
- Existing Lamp Column Finger signage
- - - New Walking Network

Drawing shows:

- No. 11 Smart Hub to be implemented by WBC
- No. 4 Smart Hub to be implemented by VSWL
- No. 1 Smart Hub to be implemented with HIF works

CIVIC OFFICES, GLOUCESTER SQUARE
 WOKING, SURREY, GU21 6YL.
 TEL : 01483 755855 FAX :01483 723580



STATUS
FEASIBILITY STUDY

PROJECT
 Wayfinder Upgrade

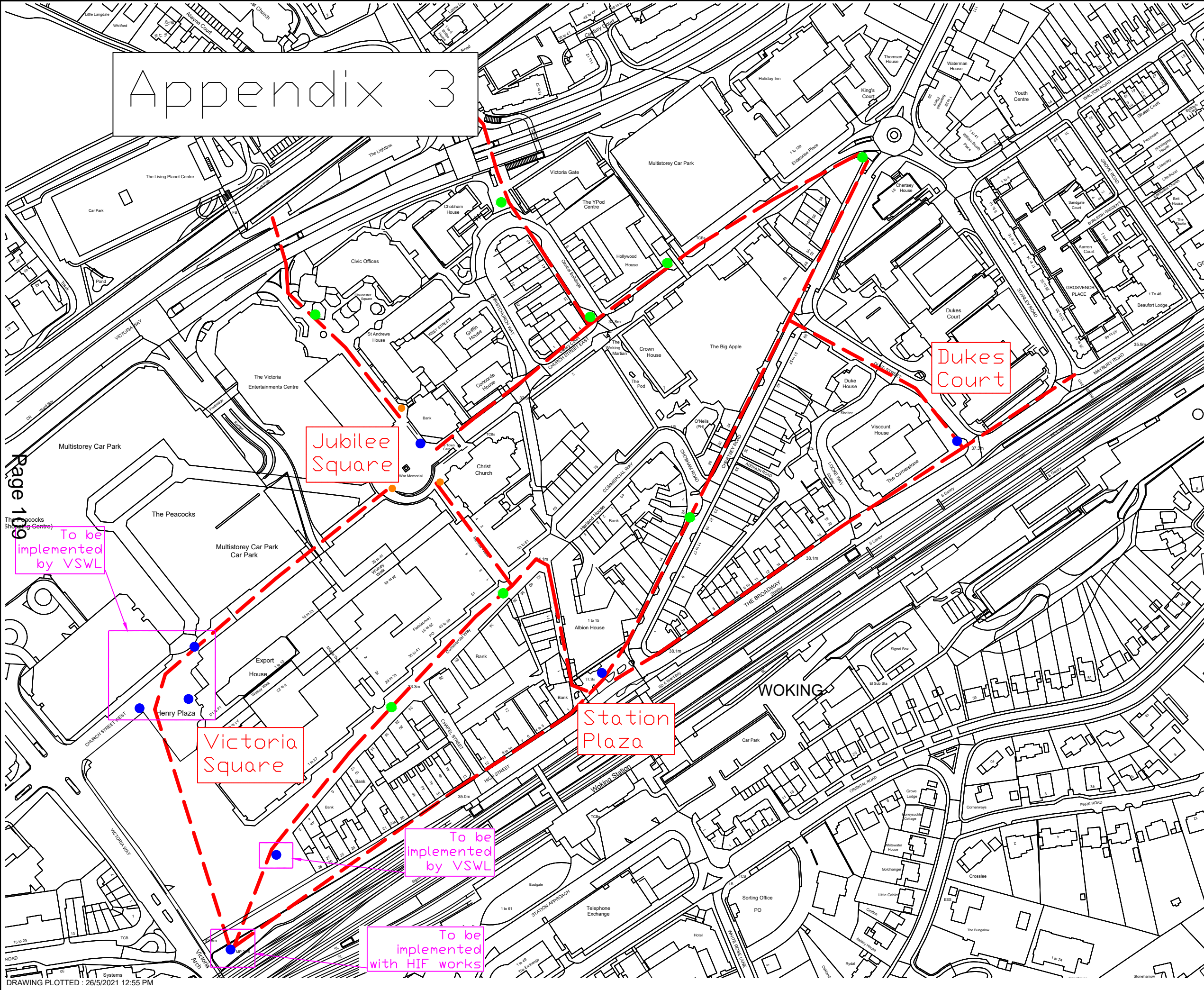
PROJECT DESCRIPTION

DRAWING TITLE
 General Arrangement-
 Smart Hub

DRAWN BY: OK	CHECKED BY: WAYFINDER	DATE:
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CAD FOLDER REF: S:\PLACE\TOWNCENTRE\ENGINEERING\CAD_DRAWINGS\WAYFINDER		
PROPERTY REF: WAYFINDER	DRAWING No. -Option 1	

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Appendix 3



THE SCALING OF THIS DRAWING CANNOT BE ASSURED

REV.	DESCRIPTION	DATE	BY
P1	ISSUED FOR COMMENTS	XX.XX.XX	XX

- Digital Smart Hub
- Navigation Totem
- Existing Lamp Column Finger signage
- - - New Walking Network

Drawing shows:

- No. 3 Smart Hub to be implemented by WBC
- No. 4 Smart Hub to be implemented by VSWL
- No. 1 Smart Hub to be implemented with HIF works
- No. 8 Navigation Totems to be implemented by WBC

CIVIC OFFICES, GLOUCESTER SQUARE
 WOKING, SURREY, GU21 6YL.
 TEL : 01483 755855 FAX :01483 723580



STATUS
FEASIBILITY STUDY

PROJECT
 Wayfinder Upgrade

PROJECT DESCRIPTION

DRAWING TITLE
 General Arrangement-
 Smart Hub + Navigation Totem

DRAWN BY: OK	CHECKED BY: WAYFINDER	DATE:
SCALE: 1:XX AT A3 1:NTS AT A4	CAD FILE REF: WAYFINDER	VALUER'S REF:
CAD FOLDER REF: S:\PLACETOWNCENTRE\ENGINEERING\CAD_DRAWINGS\WAYFINDER		
PROPERTY REF: WAYFINDER	DRAWING No. -Option 2	

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To be implemented by VSWL

To be implemented by VSWL

To be implemented with HIF works

APPENDIX 4: Town Centre Signage - Wayfinding Project - Outline programme										
Activity	2021									Comments
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Feasibility studies										
Project design										
Executive Report										
Procurement / Award contract										
Installation										
Testing and commissioning										

Notes:

This project is to ensure that pedestrian signage in and around the Woking town centre is updated to take account of changed location and direction caused by the Victoria Square development. Option 2 is the recommended option as it offers best value and a choice to users.

	Preparatory work
	Main stage of work

Project Team	
Geoff McManus- GMC	Project Sponsor
George Chisenga - GC	Project Manager
Obaid Khawaja - OK	Project Engineer

EXECUTIVE – 17 JUNE 2021

REGULATION OF INVESTIGATORY POWERS ACT 2000 – ANNUAL MONITORING REPORT AND ISPO REPORT

Executive Summary

This report considers (i) the Council's use of the Regulation of Investigatory Powers Act 2000 ("RIPA") during the 2020 calendar year and (ii) the inspection carried out by the Investigatory Powers Commission.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) the Council's non-use of the Regulation of Investigatory Powers Act 2000 during the 2020 calendar year, and
- (ii) the inspection carried out by the Investigatory Powers Commission be noted.

Reasons for Decision

Reason: To comply with the Council's RIPA policy and Home Office Codes of Practice.

The Executive has the authority to determine the recommendation(s) set out above.

Background Papers: None that are public.

Reporting Person: Peter Bryant, Director of Legal and Democratic Services
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Portfolio Holder: Councillor Ayesha Azad
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Shadow Portfolio Holder: Councillor Ann-Marie Barker
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Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report and IPSO Report

Date Published: 9 June 2021

Regulation of Investigatory Powers Act 2000 – Annual Monitoring Report and IPSO Report

1.0 Introduction

- 1.1 The Regulation of Investigatory Powers Act 2000 (“RIPA”) provides for, and regulates the use of a range of investigative powers by a variety of public authorities. RIPA will impact on the Council’s activities on the rare occasions when covert surveillance is undertaken, e.g. as part of investigations undertaken in connection with the Council’s environmental health, housing, taxi licensing and audit functions.

2.0 Use of RIPA during the 2020 Calendar Year

- 2.1 No RIPA authorisations were issued during 2020.

3.0 Inspection by Investigatory Powers Commissioner’s Office

- 3.1 The Council was subject to an inspection by the Investigatory Powers Commissioner’s Office in March 2020. The report, which was issued in June 2020, concluded that:-

“Woking Borough Council has chosen not to utilise RIPA powers for a substantial period, preferring to rely upon overt enforcement powers. Despite this there appears to be an acceptance that there is a need for the Council to remain prepared to do so should the need arise.”

- 3.2 The report contained two recommendations. The first was that the RIPA Policy should be updated to reflect the Council stance on accessing online private information (particularly that available on social media) in conjunction with investigations. The intention is that this will be fully addressed when the Council adopts its Social Media Policy. In the meantime, an appropriate reference has been included in the RIPA Policy. The second recommendation was that mandatory RIPA e-learning should be completed by relevant Officers. Following the recent management changes, this is being undertaken.

4.0 Corporate Strategy

- 4.1 RIPA powers would only be used for a purpose which was consistent with the Council’s Corporate Strategy.

5.0 Implications

Finance and Risk

- 5.1 None.

Equalities and Human Resources

- 5.2 None.

Legal

- 5.3 None.

6.0 Engagement and Consultation

- 6.1 None.

REPORT ENDS

