



COUNCIL

25 July 2019

To: The Mayor and Members of
WOKING BOROUGH COUNCIL

SUMMONS TO A MEETING

You are hereby summoned to attend a SPECIAL MEETING of the COUNCIL to be held in the Council Chamber, Civic Offices, Gloucester Square, Woking on THURSDAY, THE TWENTY FIFTH DAY OF JULY 2019 at 7.00 pm to transact the business specified in the agenda overleaf

RAY MORGAN
Chief Executive
17 July 2019

Civic Offices,
Woking

NOTE: Filming Council Meetings

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.



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AGENDA

Prior to the commencement of business, Mr Steve Petch, Pastor of the Welcome Church, Woking will say prayers.

1. MINUTES.

To approve the minutes of the Meetings of the Council held on 16 May, 20 May and 13 June 2019, as published.

2. APOLOGIES FOR ABSENCE.

3. MAYOR'S COMMUNICATIONS.

4. URGENT BUSINESS.

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

5. DECLARATIONS OF INTEREST.

To receive declarations of disclosable pecuniary and other interests from Members and Officers in respect of any item to be considered at the meeting.

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor A Azad, Councillor D Harlow and Councillor C S Kemp will declare a non-pecuniary interest in any items under which the Thameswey Group of Companies is discussed, arising from their positions as Directors of the Thameswey Group of Companies. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston will declare a non-pecuniary interest in any items under which the Victoria Square Development is discussed, arising from his position as a Director of Victoria Square Woking Limited. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston will declare a non-pecuniary interest in any items under which Rutland Woking Limited is discussed, arising from his position as a Director of Rutland Woking Limited. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor G S Cundy will declare a non-pecuniary interest in any items under which the Brookwood Cemetery is discussed, arising from his position as a Director of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston, Councillor D E Hughes and Councillor K Howard will declare a non-pecuniary interest in agenda item 9f – Recommendations of the Executive – Royal Horticultural Society (Wisley) – Application for Financial Assistance, arising from their Membership of the Royal Horticultural Society. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor K M Davis will declare a non-

pecuniary interest in agenda item 9f – Recommendations of the Executive – Royal Horticultural Society (Wisley) – Application for Financial Assistance, arising from his wife's and daughter's Memberships of the Royal Horticultural Society. The interest is not a formal interest under the Members' Code of Conduct so speaking and voting are permissible.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, the Deputy Chief Executive, Douglas Spinks, the Head of Democratic and Legal Services, Peter Bryant, and the Director of Housing, Louise Strongitharm, will declare a disclosable personal interest (non-pecuniary) in any items under which the Thamesway Group of Companies is discussed, arising from their positions as Directors of the Thamesway Group of Companies.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, will declare a disclosable personal interest (non-pecuniary) in any items under which the Victoria Square Development is discussed, arising from his position as a Director of Victoria Square Woking Limited. The interest is such that speaking is permissible.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, and the Deputy Chief Executive, Douglas Spinks, will declare a disclosable personal interest (non-pecuniary) in any items under which Export House is discussed, arising from their positions as Directors of Export House Limited. The interest is such that speaking is permissible.

In accordance with Officer Employment Procedure Rules, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, will declare a disclosable personal interest (non-pecuniary) in any items under which Brookwood Cemetery is discussed, arising from their positions as Directors of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest is such that speaking is permissible.

In accordance with Officer Employment Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant, and the Finance Director, Leigh Clarke, will declare a disclosable personal interest (non-pecuniary) in any items under which Dukes Court is discussed, arising from their positions as Directors of Dukes Court Owner T S a r l. The interest is such that speaking is permissible.

In accordance with Officer Employment Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant, and the Finance Director, Leigh Clarke, will declare a disclosable personal interest (non-pecuniary) in any items under which Kingfield Community Sports Centre is discussed, arising from their positions as Directors of Kingfield Community Sports Centre Limited. The interest is such that speaking is permissible.

In accordance with Officer Employment Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant, will declare a disclosable personal interest (non-pecuniary) in any items under which Rutland Woking Limited is discussed, arising from his position as Council appointed alternate Director of Rutland Woking Limited. The interest is such that speaking is permissible.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, the Deputy Chief Executive, Douglas Spinks, and the Head of Democratic and Legal Services, Peter Bryant, will declare a disclosable personal interest (non-pecuniary) in agenda item 9f – Recommendations of the Executive – Royal Horticultural Society (Wisley) – Application for Financial Assistance, arising from their Memberships of the Royal Horticultural Society. The interest is such that speaking is permissible.

6. PETITION - THE HOE VALLEY NEIGHBOURHOOD FORUM. WBC19-017 (Pages 7 - 10)

7. HOE VALLEY NEIGHBOURHOOD FORUM AND NEIGHBOURHOOD AREA DESIGNATION. WBC19-004 (Pages 11 - 42)

8. QUESTIONS.

To deal with written questions submitted by Members under Standing Order 8.1. Copies of the questions and of the draft replies (which are subject to amendment by the Leader of the Council) will be laid upon the table.

9. RECOMMENDATIONS OF THE EXECUTIVE. WBC19-020 (Pages 43 - 48)

To receive and consider recommendations from the Executive.

9a. Notice of Motion - Cllr A-M Barker - Review of Committee Structure. EXE19-040

9b. Woking Borough Council Single Use Plastics (SUP) Policy. EXE19-039

9c. Children's Centres. EXE19-038

9d. Temporary Accommodation. EXE19-041

9e. Woking Borough Council Street Naming and Numbering Policy. EXE19-036

9f. Royal Horticultural Society (Wisley) - Application for Financial Assistance. EXE18-124

10. STATEMENT OF ACCOUNTS 2018/19. WBC19-025 (Report to follow)

11. STATEMENT BY THE PORTFOLIO HOLDER FOR THE ENVIRONMENT.

12. SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT. WBC19-021 (Pages 49 - 58)

13. ELECTIONS REVIEW 2019. WBC19-018 (Pages 59 - 132)

14. REPORT ON EXECUTIVE DECISIONS OF URGENCY. WBC19-016 (Pages 133 - 136)

15. SHEERWATER REGENERATION OVERSIGHT PANEL. WBC19-022 (Pages 137 - 138)

16. NOTICES OF MOTION.

To deal with any motions received in accordance with Standing Order 5.0. Any motions received before the deadline has passed for the receipt of motions will be published and a copy of the list will be tabled at the meeting.

17. EXCLUSION OF PRESS AND PUBLIC.

The Mayor will move, and the Deputy Mayor will second:-

"That the press and public be excluded from the meeting during consideration of items 18 and 19 in view of the nature of the proceedings that, if members of the press and public were present during these items, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972."

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

PART II – PRESS AND PUBLIC EXCLUDED

18. RECOMMENDATIONS OF THE EXECUTIVE. WBC19-023

18a. Temporary Accommodation. EXE19-042

19. REPORT ON EXECUTIVE DECISIONS OF URGENCY. WBC19-019 (Pages 139 - 140)

AGENDA ENDS

Date Published - 17 July 2019

Note: At the close of the meeting the Worshipful the Mayor, Councillor Mrs Hunwicks, would like to invite the following to join her in the parlour:-

The Deputy Mayor, Councillor S Hussain, Councillors S Ashall, T Aziz, A-M Barker, D Bittleston, J Bond, G Cundy, K Davis, G Elson, W Forster, D Harlow, D Hughes, C Kemp, R Leach, N Martin and J Sanderson, Independent Co-opted Member, Claire Storey, and Independent Person, Tim Stokes, together with Officers attending the meeting.

COUNCIL – 25 JULY 2019

PETITION – THE HOE VALLEY NEIGHBOURHOOD FORUM

Executive Summary

The Council has received a petition requesting the Council to recognise the Hoe Valley Neighbourhood Forum and area at its Council meeting on 25 July 2019 or earlier. In accordance with Woking Borough Council's arrangements for petitions, the matter has been referred for consideration by the Council

Recommendations

The Council is requested to:

RESOLVE That the petition and the comments of the Petitioner should be taken into consideration by the Council during the determination of the Designation of the Hoe Valley Neighbourhood Forum and Hoe Valley Neighbourhood Area which appears elsewhere on the agenda.

The Council has the authority to determine the recommendation set out above.

Background Papers: None.

Reporting Person: Ray Morgan, Chief Executive
Email: ray.morgan@woking.gov.uk, Ext 3333.

Contact Person: Frank Jeffrey, Democratic Services Manager
Email: frank.jeffrey@woking.gov.uk, Extn: 3012

Date Published: 17 July 2019

1.0 Introduction

- 1.1 A petition has been received requesting the Council to recognise the Hoe Valley Neighbourhood Forum and area at its meeting on 25 July 2019 or earlier. The petition consists of both a paper submission and an online e-petition submitted through the Council's website. The petition as a whole contains 630 signatures, comprising 458 paper signatories and 172 electronic signatories.
- 1.2 The number of signatures exceeds the threshold required for a petition to be referred to a meeting of Full Council and accordingly the Petitioner or their nominee has been invited to present the petition at Council.
- 1.3 The petition has been submitted in the following terms:

“We the undersigned petition Woking Borough Council to Recognise the Hoe Valley Neighbourhood Forum and area at its council meeting on 25th of July or earlier if possible.

The residents of Hoe Valley Neighbourhood Forum within the Hoe Valley Ward area, submitted an application to be formally recognised by Woking Borough Council in December 2018. This has been the subject of a full public consultation locally and there was overwhelming support for the forum. Residents are concerned at what seems to be an unreasonable delay after they were told by WBC in February that the Forum would be approved in April.”

- 1.4 The on-line petition ended on 16 June 2019 and the paper petition was received earlier in May 2019.

2.0 Petitions Scheme

- 2.1 As the number of signatories exceeds 400, the petition falls to be debated at full Council. 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 will have the opportunity to ask questions of the petitioner. Thereafter, the Council will discuss the petition and determine what action, if any, is to be taken.

3.0 Officer Comments

- 3.1 It is recommended that this petition and the comments of the Petitioner should be taken into consideration by the Council during the determination of the following item on the agenda, the Designation of the Hoe Valley Neighbourhood Forum and Hoe Valley Neighbourhood Area.

REPORT ENDS

COUNCIL – 25 JULY 2019

HOE VALLEY NEIGHBOURHOOD FORUM AND NEIGHBOURHOOD AREA DESIGNATION

Executive Summary

A proposed Hoe Valley Neighbourhood Forum has submitted a formal application to the Council to designate a Neighbourhood Area and a Neighbourhood Forum for the purposes of preparing a Neighbourhood Plan. In accordance with the Neighbourhood Planning (General) Regulations (2012) (as amended), these two applications are distinct and separate applications and should be determined as such by the Council. The applications have been made in a single document to be determined in parallel with each other, which Officers consider to be reasonable. The applications are included in Appendix 1. A Map of the proposed Neighbourhood Area is in Appendix 2.

The applications were widely publicised and consulted on. In particular, the applications were published on the Council's website for a period of six weeks between 4 February 2019 and 18 March 2019 to bring them to the attention of people who live, work or do business in the area. There was a public notice in the local newspapers about the applications. Direct letters were sent to every household within the proposed Neighbourhood Area and copies of the applications were deposited in the main library and the Civic Offices for inspection.

Officers have provided advice on procedure and commented on initial draft of the applications. The assistance that is provided is all within the scope of what the Council should do to help local communities to prepare a Neighbourhood Plan.

A total of **116** individuals submitted representations by the end of the consultation period. An analysis of the representations is set out in paragraph 1.9.

An assessment of how the applications meet the requirements of Government legislation is set out in Sections 2 and 3 of the report.

Reasons for Decision

To enable the preparation of a Neighbourhood Plan for the proposed Hoe Valley Neighbourhood Area.

Recommendations

The Council is requested to:

RESOLVE That

- (i) pursuant to Section 61F(5) of the Town and Country Planning Act 1990 (as amended) the Council approves the designation of the Hoe Valley Neighbourhood Forum for the purposes of preparing a Neighbourhood Plan;
- (ii) pursuant to Section 61G of the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended) the Council approves the Neighbourhood Area for Hoe Valley as included in Appendix 2 of the report;

Hoe Valley Neighbourhood Forum and Neighbourhood Area Designation

- (iii) the effective date for the designation of the Hoe Valley Neighbourhood Forum and the Hoe Valley Neighbourhood Area should be the date of the Council's decision on the two applications, in this regard, 25 July 2019.

The Council has the authority to determine the recommendation set out above.

Background Papers:

- The Neighbourhood Planning (General) Regulations 2012 (as amended).
- The Town and Country Planning Act 1990 (as amended).

Reporting Person:

Douglas Spinks, Deputy Chief Executive
Ext. 3440, E-Mail: Douglas.spinks@woking.gov.uk

Contact Person:

Ernest Amoako, Planning Policy Manager
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Date Published:

17 July 2019

Hoe Valley Neighbourhood Forum and Neighbourhood Area Designation

1.0 Introduction

- 1.1 The Localism Act makes provision for the preparation of Neighbourhood Plans. Neighbourhood Plans are planning documents prepared by a Neighbourhood Forum (or a Parish Council) for a defined Neighbourhood Area. They are designed to empower local communities to take control in shaping the places they live and work in. There is no statutory requirement for communities to prepare Neighbourhood Plans, only a right to do so if they wish. Local authorities are expected to consider any request from local communities who wish to prepare a Neighbourhood Plan. Once adopted, a Neighbourhood Plan will form part of the statutory development plan for the area and must be taken into account in all planning decisions where relevant.
- 1.2 The Council has an adopted Core Strategy that offers in principle support for Neighbourhood Plans that meet the following requirements:
- have regard to national planning policy;
 - are in general conformity with the strategic policies and proposals of the Core Strategy;
 - have regard to other development plan documents for the area;
 - are compatible with European Union Directives and obligations (subject to any policy changes after Britain leaving the EU); and
 - have a clear definition of the geographical area to be covered by the Neighbourhood Plan.
- 1.3 The preparation of a Neighbourhood Plan must follow a clear process that is prescribed by legislation. This includes:
- Defining the geographical extent of the Neighbourhood Area which the Neighbourhood Plan will cover - A formal application must be made to the Council to designate the Neighbourhood Area. This will have to be publicised for at least 6 weeks and representations received should be taken into account before a decision is made to approve or refuse the application;
 - Establishing and designating a Neighbourhood Forum – A formal application for the designation of the Neighbourhood Forum must be made to the Council. This will have to be published for at least 6 weeks to give local residents the opportunity to comment on it. The Forum should comprise at least 21 members who live and or work or do business in the Neighbourhood Area. The Forum should be inclusive and representative of the general characteristics of the community. The Forum should have a name, contact details of its leaders and a constitution. (For information, a Parish or Town Council may prepare a Neighbourhood Plan for all or part of it's area);
 - Gathering evidence, identifying issues to be addressed in the Plan and preparing the Neighbourhood Plan;
 - Submitting the Neighbourhood Plan for Independent Examination and an Examiners Report;
 - A referendum on the Plan to be organised by the Council. 50%+ rule applies to qualify for adoption; and
 - Adoption of the Plan by the Council.

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- 1.4 The Council has clear roles to play to ensure that the above process is followed. These include:
- Determining the applications for the designation of a Neighbourhood Forum and a Neighbourhood Area;
 - Organising a Neighbourhood Plan Examination and the referendum and meeting the associated costs;
 - Ensuring conformity of a Neighbourhood Plan with the strategic planning policies of the Council;
 - Advising Neighbourhood Forums on process and procedure for preparing a Neighbourhood Plan when requested; and
 - Sharing available evidence base where relevant.
- 1.5 It is important to stress that some of the above responsibilities such as determining applications for the designation of a Neighbourhood Forum and a Neighbourhood Area are prescribed by Government legislation.
- 1.6 The approval of Neighbourhood Forum and Neighbourhood Area applications are a prerequisite for the preparation of a Neighbourhood Plan.
- 1.7 According to the National Planning Policy Framework (NPPF), Neighbourhood Plans can shape, direct and help to deliver sustainable development by influencing local planning decisions as part of the statutory development plan. Neighbourhood Plans should not promote less development that is set out in the strategic policies for the area, or undermine those strategic policies.
- 1.8 A proposed Hoe Valley Neighbourhood Forum has submitted a formal application to the Council to designate a Neighbourhood Forum and a Neighbourhood Area for the purposes of preparing a Neighbourhood Plan. The applications were widely publicised as set out in paragraph 1.9 below. The length of time during which the applications were publicised and the means of publicising them were all in line with the requirements of the Act.
- 1.9 A total of **116** individuals submitted representations by the end of the consultation period. Of this total, 113 were expressively supportive of the application to designate the Neighbourhood Forum, 91 were expressively supportive of the application to designate the Neighbourhood Area. There was one individual who objected to both applications and another one individual who just raised a number of questions to be answered. Officers have responded to the set of questions and the individual has been advised to contact the proposed Neighbourhood Forum for further information. There was one other person who mistakenly just commented on the Council's draft Site Allocations Development Plan Document (DPD) instead of the applications. As can be seen from this analysis, there has been an overwhelming support for the applications. Copies of the representations can be inspected at the Planning Policy Team or be provided on request.
- 2.0 Assessments of the applications against the requirements of the Neighbourhood Planning (General) Regulations 2012 (as amended) and the Localism Act 2011.**
- Assessment of the Application for the designation of Hoe Valley Neighbourhood Forum**
- 2.1 The Town and Country Planning Act 1990 (as amended) sets out a list of requirements against which an application for the designation of a Neighbourhood Forum should be

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determined. A local authority may designate a body as a Neighbourhood Forum if it is satisfied that it meets the following conditions:

- it is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the Neighbourhood Area concerned;
- its membership is open to:
 - individuals who live in the neighbourhood area concerned;
 - individuals who work there (whether for businesses carried on there or otherwise) and
 - individuals who are elected members of the district and/or County councils any of whose area falls within the neighbourhood area concerned;
- its membership includes a minimum of 21 individuals each of whom:
 - lives in the neighbourhood area concerned;
 - work there;
 - is an elected member of the district or county any of whose area falls within the neighbourhood area concerned;
- it has a written constitution;
- such other conditions as may be prescribed.

2.2 The Council should also have regard to whether the membership of the Forum is drawn from different places in the Neighbourhood Area concerned and its purpose reflects the general character of the area when determining an application to designate a Neighbourhood Forum.

2.3 Officers are satisfied that the Hoe Valley Neighbourhood Forum designation application submitted by the proposed Hoe Valley Neighbourhood Forum broadly covers the above requirements. How it seeks to do so is addressed below.

2.4 Appendix 1 of the report contains the constitution of the proposed Hoe Valley Neighbourhood Forum. Paragraph 1.2 of the constitution sets out the main purpose and objectives of the Forum and it explicitly seeks to further the social, economic and environmental well-being of residents of the Neighbourhood Area. It also seeks to foster community spirit and encourage civic pride. There is no reason to doubt this intent. Obviously, the key test for measuring whether this has been achieved will be through the contents of the Neighbourhood Plan and its delivery and the community support for it through the referendum.

2.5 The proposed Neighbourhood Forum comprises over 21 members who live and or work in the proposed Neighbourhood Area. There are about 146 members of the Forum. A list of members of the Forum is included in Appendix 3 for information. The membership of the Forum include local Ward councillors. The formation of the Forum had been opened on a voluntary basis to anyone who lives and works in the area and wished to join. Membership of the Forum is also drawn from different places in the proposed Neighbourhood Area, including Westfield, Kingsfield, Old Woking, Claremont Avenue and Gresham Mill. Based on the information provided, there is a reasonable spread of membership across the Neighbourhood Area. Given the composition and character of the proposed Neighbourhood Forum, Officers are satisfied that the application satisfies the requirements of the Act and the Regulations.

Hoe Valley Neighbourhood Forum and Neighbourhood Area Designation

- 2.6 The application includes a constitution for the Neighbourhood Forum, which covers the following:
- The purpose and objectives of the Forum;
 - Membership;
 - The Forum Committee;
 - Meetings;
 - Finance,
 - Neighbourhood Development Plan;
 - General policies and principles;
 - How alterations to the Constitution will be carried out; and
 - How the Forum may be dissolved.
- 2.7 The Constitution provides a clear objective to improve the well-being of the people in the area. It covers how the Forum will manage its activities and provides a useful basis for holding it to account.
- 2.8 Officers are not aware of any other prescribed conditions that should be taken into account in determining the application. Whilst there is one individual who has made a representation objecting to the application that alone will not constitute a reason to refuse the application.
- 2.9 Based on the above assessment, Officers are satisfied that the requirements of the Act, in particular, of Section 61F(5), and the Regulations have been met by the application. Consequently, the Council is requested to resolve to designate the proposed Neighbourhood Forum as Hoe Valley Neighbourhood Forum to take effect from the date of the Council's decision, in this case 25 July 2019.

3.0 Assessment of the application for the designation of Hoe Valley Neighbourhood Area

- 3.1 The designation of the Neighbourhood Area is the first legal stage in producing a Neighbourhood Plan. The Localism Act provides guidance on the definition of a Neighbourhood Area. It is an area within the area of a local planning authority in England which has been designated by the authority as a Neighbourhood Area; but that power to designate is exercisable where a relevant body has applied to the authority for an area specified in the application to be designated by the authority as a Neighbourhood Area. It goes on to define a relevant body as an organisation or body which is, or is capable of, being designated as a Neighbourhood Forum. Members will note from the Officers recommendations that the proposed Neighbourhood Forum is considered capable of being designated as a Neighbourhood Forum. Consequently, the proposed Neighbourhood Forum satisfies the test to be able to submit an application to designate a Neighbourhood Area as required by the Act. The application is therefore considered duly made on this ground. The Council has not received any other application prior to receiving the application to designate the Hoe Valley Neighbourhood Area to designate all or any part of the proposed Neighbourhood Area as another Neighbourhood Area. On the basis of the above, it is reasonable and proper for the Council to determine the application on its merits and in accordance with the requirements of the Act.

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- 3.2 The Regulations set out what an application to designate a Neighbourhood Area must include:
- A map which identifies the area to which the area application relates;
 - A statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area; and
 - A statement that the body making the area application is a relevant body.
- 3.3 As a matter of good practice, Neighbourhood Areas should have easily definable boundaries (often using pre-existing boundaries) that are logical, recognisable as a neighbourhood by the local community and the character of its various parts should not be distinctly dissimilar. It should also have the potential for future growth. Overall, the delineation of the Neighbourhood Area should make good planning sense in the local context. The proposed Neighbourhood Area follows the Hoe Valley Ward boundary.
- 3.4 91 individuals out of the total of 116 individuals who made representations expressively supported the allocation to designate the Neighbourhood Area. Only one individual objected to the application.
- 3.5 No part of the proposed Neighbourhood Area is covered by another Neighbourhood Area or is being proposed as a Neighbourhood Area by another Neighbourhood Forum. The proposed Neighbourhood Area does not cover any part of a parished area.
- 3.6 The application includes a Map defining the Neighbourhood Area. There is a clear justification of why the geographical extent of the Neighbourhood Area has been chosen. The body making the application is considered a relevant body. The proposed Neighbourhood Area has a clear defensible boundary that makes planning sense.
- 3.7 Based on the above, and in accordance with the Neighbourhood Planning (General) Regulations 2012, it is recommended that the proposed Hoe Valley Neighbourhood Area designation application be approved. The proposed Neighbourhood Area being approved is defined by the Map in Appendix 2.

4.0 Resourcing neighbourhood planning

- 4.1 The introduction of the report sets out the main responsibilities of the Council in helping to prepare Neighbourhood Plans. Each of these will require staff resources to manage. At this stage, it is expected that this will be met from existing Planning Services and Corporate Services staff resources. However, this may have to be reviewed in future depending on the number of communities who choose to submit a formal application to prepare a Neighbourhood Plan.
- 4.2 The organisation of the Hoe Valley Examination and referendum of the Neighbourhood Plan could cost the Council anything up to £20,000. At this stage it will be difficult to provide an exact estimate for the cost of the Examination as this will entirely depend on the content and complexity of the Neighbourhood Plan and whether people choose to appear at the Examination, over which the Council has no control. The £20,000 estimate is based on the experience of the other Neighbourhood Plans that have already been adopted by the Council.
- 4.3 The Government is providing financial assistance, which local authorities can bid for, to assist the preparation of Neighbourhood Plans. Local authorities can bid for a un-ringfenced grant of up to £20,000 once they have set a date for a referendum following a successful examination. Local authorities can claim £5,000 for the first five Neighbourhood Areas designated only and £5,000 for the first five Neighbourhood Forums they designate.

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Given the Council has already designated five Neighbourhood Areas and five Neighbourhood Forums, it would not be able to claim the £10,000.

- 4.4 The Council has already given delegated authority to the Deputy Chief Executive and the Financial Services Manager to submit bids to secure funding towards future applications approved by the Council. In this regard, Officers will be making a bid to the fund subject to the decision of the Council on the Neighbourhood Area and Forum designation applications.
- 4.5 Members should note that the Government is also providing financial assistance directly to Neighbourhood Forums to help them prepare their Neighbourhood Plans.

5.1 Conclusion

- 5.1 Neighbourhood planning is relatively a new layer of plan making being introduced and promoted by Government through the Localism Act. It is part of the Government's overall agenda to devolve decision making to local communities. The Core Strategy offers an in-principle support to it and Officers have been discussing with local communities about how this could be taken forward.
- 5.2 The first stages for preparing a Neighbourhood Plan are for communities to apply to the Council to designate a Neighbourhood Area and a Neighbourhood Forum. The proposed Hoe Valley Neighbourhood Forum has submitted an application to designate a Neighbourhood Forum and a Neighbourhood Area. Officers are satisfied that the proposed Neighbourhood Forum and Neighbourhood Area applications meet the requirements of Government legislation and should be approved.

6.0 Implications

Financial

- 6.1 It is estimated that the cost for organising the Examination and referendum for a Hoe Valley Neighbourhood Plan could be up to £20,000.
- 6.2 The Government has set aside some funding to help local authorities support Neighbourhood Plans. The Council can bid for a un-ringfenced total grant of £20,000 towards the preparation of each Neighbourhood Plan. It is therefore possible that there will be no direct financial cost to the Council in helping local communities to prepare a Neighbourhood Plan. The Deputy Chief Executive and the Financial Services Manager will prepare a bid to secure this funding.

Human Resource/Training and Development

- 6.3 The preparation of the Hoe Valley Neighbourhood Plan will require on-going staff resources to advice and provide evidence to the Neighbourhood Forum. This will be met from existing staff resources and budget.

Community Safety

- 6.4 There are no community safety implications.

Risk Management

- 6.5 The Council has a legal duty to determine applications for the designation of a Neighbourhood Forum and a Neighbourhood Area. Failure to do so without substantive

Hoe Valley Neighbourhood Forum and Neighbourhood Area Designation

reasons could open the Council to legal challenge. When adopted, a Neighbourhood Plan will be part of the Development Plan for the area and must be taken into account in planning decisions. Consequently, it is important that the Council assist local communities to prepare their Plan to ensure that they are in general conformity with the strategic planning policies for the Borough.

Sustainability

6.6 Addressed as part of the sustainability impact assessment.

Equalities

6.7 There are no specific equality impacts associated with the applications.

Safeguarding

6.8 There are no specific safeguarding implications

7.0 Consultations

7.1 The Portfolio Holder for Planning has been consulted.

REPORT ENDS

**APPLICATION FOR
THE REGISTRATION OF THE HOE VALLEY NEIGHBOURHOOD FORUM
AND
THE DESIGNATION OF THE HOE VALLEY NEIGHBOURHOOD AREA**

**SUBMITTED BY THE
PROPOSED HOE VALLEY NEIGHBOURHOOD FORUM**

December 2018

**APPLICATION FOR THE REGISTRATION OF THE HOE VALLEY
NEIGHBOURHOOD FORUM AND THE DESIGNATION OF THE HOE
VALLEY NEIGHBOURHOOD AREA**

**SUBMITTED BY THE PROPOSED HOE VALLEY NEIGHBOURHOOD FORUM
("HVNF")**

**Town and Country Planning Act, England The Neighbourhood Planning
(General Regulations) 2012**

Application is hereby made to the Woking Borough Council as the Local Planning Authority for the designation of

- (1) a Neighbourhood Area and
- (2) a Neighbourhood Forum

in accordance with the above Regulations.

This application is submitted on behalf of the Hoe Valley Neighbourhood Forum by the elected Chair of the proposed HVNF as a relevant body (Section 61G(2b)):

(1) Application for designation of a Neighbourhood Area (Regulation 5)

Regulation 5a

A map that identifies the area to which this Application relates is included as *Appendix C*.

Regulation 5b

The proposed neighbourhood plan area (as outlined in green on the map in *Appendix C*) is as defined by the Woking Borough Council – Hoe Valley Ward Boundary.

The Neighbourhood Area is located in the south of Woking and runs broadly east-west from the Hoe Stream in the west to Newark Lane in the east. It includes the three villages of Westfield, Kingfield and Old Woking, as well as Woking Park and Claremont Avenue.

The inhabitants of the proposed neighbourhood area have a definite sense of local community and share common development, infrastructure and development challenges. The Green Belt is of particular importance to the neighbourhood and a significant proportion of the neighbourhood area is open countryside.

Collective representation has been the norm for the Hoe Valley community and there are longstanding local residents associations focused on two of the three villages. It is intended that the plan will fairly reflect the wishes of the community by setting up a forum composed of residential and business members, drawn from all parts of the area and representing a wide range of interests. This group will collectively create and endorse the plan.

No part of the Neighbourhood Area overlaps any other Neighbourhood Area (Section 61G(7) of the Act).

Regulation 5c.

In the summer of 2018, a number of local residents within the Area, aware of legislation permitting Neighbourhood Plans, proposed consulting other residents on support for the formation of a Neighbourhood Forum in order to develop a Neighbourhood Plan for the Hoe Valley area.

To ensure full and general public participation in the HVNF, a public meeting was held in the Old Woking Community Centre on Friday 25th October 2018 which was attended by approximately 125 people from the local community. Also in attendance were Woking Borough Council local councillors for the Hoe Valley Ward. At this meeting strong general support was expressed for the formation of a Hoe Valley Neighbourhood Forum.

On Friday 2nd November 2018, there was a subsequent consultation meeting, attended by 38 residents, at which the proposed neighbourhood area and draft constitution were discussed and agreed, subject to a wider public consultation.

Publicity method

Following the two public meetings, a group of volunteers from the proposed Forum carried out a letter drop to most households within the proposed HVNF area. The letter invited local residents to join the Forum and included links to the online consultation survey.

In addition, a HVNF website and Facebook page were created and publicised. These sites provided information and links to the proposed constitution, maps of the proposed area and minutes of meetings, as well as to an online survey.

Notices were displayed on the public notice boards in Old Woking, Kingfield and Westfield. Leaflets were also handed out to the public at the Old Woking Car Boot Sale held on 10th November. In all we distributed approximately 4,250 leaflets.

At the HVNF inaugural meeting on the 25th October 2018, the meeting voted overwhelmingly to set up the Hoe Valley Neighbourhood Forum. A map showing the proposed Neighbourhood Area was discussed and the boundaries were agreed on by those present at the meeting, .

To date 154 persons have agreed to become members of the Forum with 34 people offering to take on roles within interest groups focusing on developing various aspects of the Forum's proposed Neighbourhood Plan.

On Friday 30th November a steering group meeting was held at the Old Woking Community Centre to elect officers, agree roles for the Forum and to formally adopt the constitution and feedback from the consultations. This meeting was attended by 12 people.

From this meeting a Committee of 14 was elected. The members represent all areas and most activities of the proposed HVNF area. The Chair role is held by Nick Murza

Our ongoing publicity methods planned are to:

- Continue to develop the HVNF website as the central online location for all news and public documents relating to the Forum
- Posters and leaflets posted on notice boards, community centres, churches and local businesses
- Carry out further letter drops to local residents at key points in the process of developing a Neighbourhood Plan inviting comment and contributions
- Have stands at various public local events at local community centres and other locations

- Local newsletters.
- Further meetings of the proposed HVNF committee and public meetings, including the first AGM
- Hold open days for the public to bring their issues

(2) Application for designation of a Neighbourhood Forum (Regulation 8)

Regulation 8a

The name of the proposed Neighbourhood Forum is:

'Hoe Valley Neighbourhood Forum' (HVNF)

The written Constitution of the proposed Neighbourhood Forum is attached at *Annex 1* on this application.

The name of the proposed Neighbourhood Area to which this application relates is 'HOE VALLEY Neighbourhood Area' and the map which identifies the area is attached at *Appendix B* of this application.

Regulation 8d

Contact details of members of the proposed Neighbourhood Forum are

Nick Murza Chair
 Email: nick@flamingink.com
 Telephone: 07809 686322
 Address: 48. Rydens Way

Bob Shatwell Vice Chair
 Email: robertshatwell@yahoo.co.uk
 Telephone: 07818 441148
 Address: 13 Lime Grove

Bill Corney Treasurer
 Email: chairman@westfieldcommon.org
 Telephone: 01483 7855989
 Address: 8 Moor Lane

John Godsland Minute Secretary
 Email: johnkgodsland@btopenworld.com
 Telephone: 01483 760327
 Address: Birnam, Kingfield Rd

Regulation 8e

The constitution of the proposed Forum (see *Annex 1*) has the express purpose of promoting or improving the social, economic and environmental wellbeing of the proposed HVNF Area. (Section 61F(5)a).

Membership is open to (Section 61F(5)b):

- Residents of the proposed Area,

- Ward councillors representing the Area
- County Councillors covering the Hoe Valley Ward
- Those who are owners of businesses with premises within the Ward
- Membership includes a minimum of 21 individuals each of whom meets at least one of the following criteria (Section 61F(5)c):

Residents of the proposed area. The current residential members are house owners and tenants, drawn from a range of occupations and professions including:

Accountant	Advertising	Fireman
Actuary	Banker	Dance Teacher
Business owner	Charity worker	Civil Engineer
Civil Servant	Company Director	Editor
Environmental Consultant	Estate Agent	Events Organiser
Chemist	Horticulturist	Insurance Executive
Information Technologists	Lecturer	Management Consultant
Manager	Marketing	Mechanical Engineer
Media Executive	Photographer	Nursery
Web designer	Public Relations	Publisher
School Governor	Secretary	Youth Worker
Solicitor	Town Planner	Bar Steward
Voluntary Services	Teacher	NHS Manager

The membership also includes homemakers, students and the retired

Those who work in the Area (whether for a business carried on there or otherwise). A number of businesses are located in the Neighbourhood Area, including approximately 40 retail shops or restaurants, a veterinary surgery, two primary schools, 3 children's day nurseries, light industrial businesses and residential institutions. All five categories are represented on the Neighbourhood Forum.

Registered membership of the proposed Neighbourhood Forum currently consists of 154 ordinary members, covering a wide range of ages with a 52/48 male/female percentage split

Appendix A

HOE VALLEY NEIGHBOURHOOD FORUM

Chair Nick Murza

Vice Chair Bob Shatwell

Secretary Karen Smith

Minute Secretary John Godsland

Treasurer Bill Corney

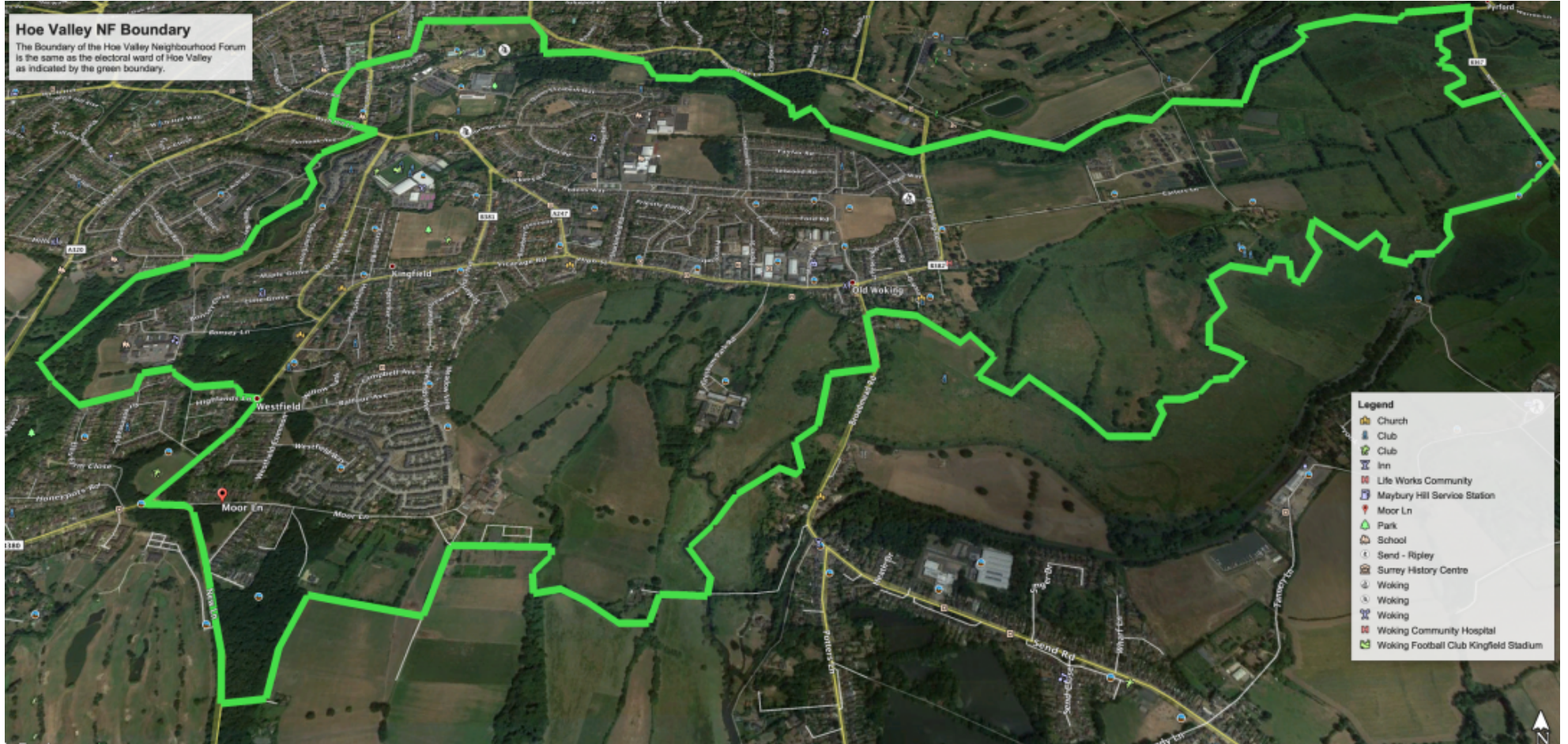
Membership Secretary Jenny Ryan

Webmaster Bill Corney

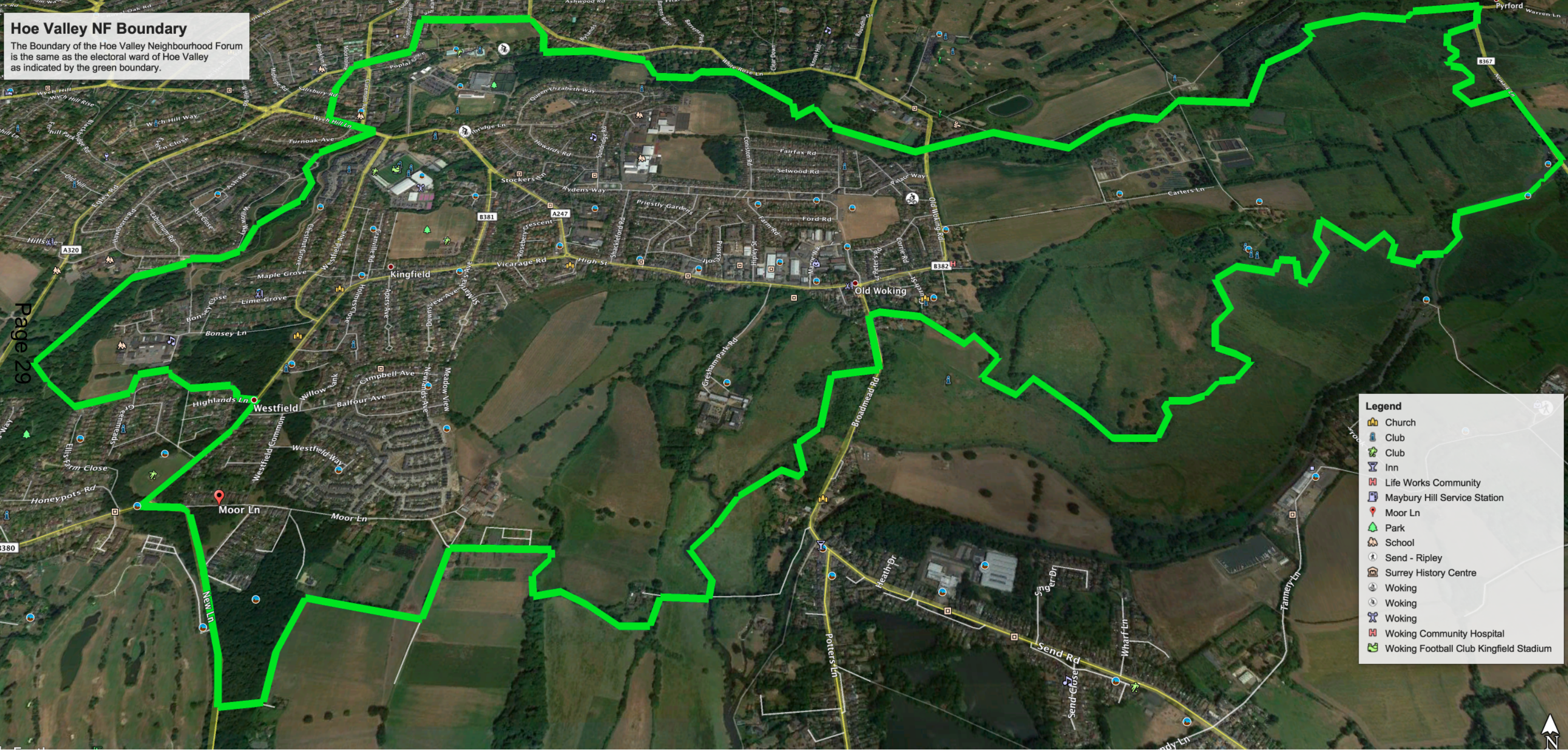
Publicity Karen Smith

Committee Members Henry Beck
 Nathan Green
 Sonia Green
 Geoff Pugh
 Bill Corney
 Sarah Palmer
 Jeremy Instone
 Louise Morales
 Deborah Hughes

Appendix B Map of Proposed Neighbourhood Area



Hoe Valley Neighbourhood Forum map



Hoe Valley Neighbourhood Forum



Hoe Valley Neighbourhood Forum Constitution

November 2018 Final

This constitution was adopted at a general meeting held at Old Woking Community Centre, on 1.11.18

Signed: _____

Interim Chairman

Ratified by Members; 1.11.18

1 Purpose and Objects

1.1 The Hoe Valley Neighbourhood Forum ('HVNF') is a neighbourhood forum as defined in the Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act')

1.2 The purpose of HVNF is to further the social, economic and environmental well-being of the Hoe Valley ward Area as defined in section 2 below ('the Area') by acting for the Area under the provisions of the Act. To foster community spirit, and encourage civic pride.

1.3 HVNF membership will be open to residents living in the Area, Owners of businesses within the ward, County Council and Borough Councillors representing all or part of the Area. HVNF will aim for as wide a representation of communities in the area as possible. Membership and organisation of HVNF are set out in Section 3 below.

1.4 HVNF will monitor development management policy and its application in the Area and will produce and maintain, in partnership with the Local Planning Authority, a Neighbourhood Development Plan as defined in Section 7 below.

1.5 HVNF may initiate Neighbourhood Development Orders or Community Right to Build Orders, identify Assets of Community Value, or carry out any other permitted actions.

1.6 HVNF will act in accordance with General Policies and Principles set out in Section 8 below.

2 The Hoe Valley Neighbourhood Area ('the Area')

2.1 The Area shall be the area as defined by the Woking Borough Council Ward of Hoe Valley.

2.2 This area includes the villages of Old Woking, Kingfield and Westfield.

3 Membership

3.1 Membership of HVNF is open to:

- ✓ Residents living in the Area
- ✓ Ward Councillors from the Borough of Woking representing the Area.
- ✓ County Councillors covering Hoe Valley ward.
- ✓ Owners of businesses within the ward.

3.2 Membership Ethos

Members are expected to have an interest in assisting the Forum to achieve its aims and are willing to adhere to the rules of the Forum.

3.3 Affiliate membership (non-voting) is open to:

- ✓ Representative Residents' Associations, friends' groups, and amenity societies and associations, collectively described herein as 'Organisations'.

This list will be updated from time to time as necessary

4 Forum Committee

4.1 A Management Committee comprising up to 15 members (minimum age 16) will be elected at each AGM to carry out the day-to-day work of the Forum. The quorum for the Committee will be 7 members.

4.2 The Committee will elect the following officers of the Forum from within its number: Chairman, Vice Chairman, Secretary and Treasurer.

- Officers will serve for one year and be subject to re-election.
- All members shall have an equal vote.
- The Chairman (or the Vice Chairman when acting as Chairman) will have a casting vote at any Committee or General Meeting.

4.3 The Committee will direct and oversee the work of the Forum and will meet at least quarterly for this purpose.

4.4 Subcommittees or working parties may be appointed by the Committee to carry out specific tasks, to consider policies and to advise the Committee. Such bodies may be appointed from within or outside the membership of the Forum but will be responsible to the Committee.

4.5 The Committee may co-opt up to three additional members to the Committee in any year. Co-opted members will have the same voting rights as other Committee members. A co-opted member may be elected as an officer.

4.6 Councillors representing the Hoe Valley Ward in WBC and resident in the ward (Area) will be invited to all Committee Meetings.

4.7 The Secretary will make minutes of General and Committee Meetings available to the members of the Forum within three weeks of the meeting unless impracticable. Organisations which are affiliated to HVNF will be encouraged to communicate such information to their membership.

4.8 The Secretary shall maintain a list of members at all times.

5 Meetings

5.1 Annual General Meetings will normally be held in January or as close to such date as practicable. An Extraordinary General Meeting may be called by decision of the Committee or by 30 members of the Forum applying to the Secretary. For all General Meetings, a notice of the meeting and details of any resolutions to be put to it will be sent to all Forum members at least 21 days before the meeting.

5.2 At any General Meeting each member present will have one vote. Where practicable, arrangements will be made to enable members unable to attend to appoint a proxy. Decisions of General Meetings will be by simple majority except in the cases set out in section 6 below. The quorum for a General Meeting shall be 21 members.

5.3 Notices to members will be deemed delivered if sent to the member's last notified email address, or (where no email address is given) sent by post to the last notified address.

6 Finance

6.1 The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.

6.2 The Committee will open one or more bank accounts as necessary in the name of the Forum. All funds raised for the Forum will be held in such accounts. The Committee will nominate bank signatories.

6.3 Official accounts shall be maintained, and will be examined annually by an independent person with adequate financial expertise who is not a member of the Forum.

6.4 An annual financial report shall be presented at the AGM. Official accounts shall be maintained, and will be examined annually by an independent person with adequate financial expertise who is not a member of the Forum.

6.5 The Committee will where necessary ensure any assets it holds, and by insurance or otherwise indemnify its officers against liabilities arising from their work for the Forum, apart from fraud or wilful neglect.

6.6 Subject to funding, the Committee may commission advisory services, surveys or any other activity in support of the Objects. Register of Committee Members' Interests

6.7 The Secretary will keep a Register of Committee Members' Interests detailing any financial interests in the Area or any other interest which could be deemed to have an influence on decisions likely to come before the Committee. Members will abstain from voting on any matter in which they have a financial interest.

7 Neighbourhood Development Plan (NDP)

7.1 The Hoe Valley Neighbourhood Development Plan (NDP) will set out policies for the development and use of land within the Area. As provided for in the Act, it will be subject to extensive consultation and examination, including where appropriate a referendum within the Area.

7.2 The NDP will include, where appropriate, specific policies for identified parts of the Area, including conservation policies.

7.3 The NDP will aim to:

- Complement the Local Development Frameworks and Conservation Area Appraisals as produced by the relevant Planning Authorities to ensure that all development is sympathetic to the character of the Area.
- Identify locations for potential sensitive development that will, within the Local Development Frameworks, include affordable housing, retail, business and community use.
- Express aspirations for the future development of traffic and transport serving or passing through the Area.
- Provide for the preservation and improvement of private and public open space.
- Nominate Assets of Community Value for listing by the appropriate local authority.
- Set a framework for the retail and business improvement of the Area.

- Guide the Planning and Highway Authorities towards improvements in the public realm.
- Pay due attention to sustainability and carbon reduction.
- Pay attention to elements that will positively improve the health and wellbeing of residents in the area.
- Pay due attention to the surface and underground water environment, flood and pollution risks and soil stability.

7.4 The NDP will include policies aimed at generating employment in the Area and promoting business activity, including retail. It will aim to promote a good range of shops and community facilities in the area with particular emphasis on encouraging smaller enterprises.

8 General Policies and Principles

HVNF will take the distinctive character and heritage of the villages of the Hoe Valley area into account in all its actions, and will aim to ensure that all development in the Area preserves or enhances this character. HVNF will:

- Strive to maintain a good balance between the residential, business and environmental interests of The Area, including the best use of our green spaces.
- The Committee will seek to establish and represent the views of the general members and promote the majority view.
- Aim to promote the Hoe Valley as a vibrant business and residential community.
- Aim for improvements in the local environment including those directed towards carbon reduction.
- Generally support actions aimed at generating employment in the Area and the wider community.
- Promote policies to maximise social benefit, community links, services for young people.
- Promote activities to aid reduction of crime and anti- social behaviour.
- Support for elderly and vulnerable members of the community.
- Operate respecting all differences including gender, age, ethnicity, religion, sexual orientation, disability and income.
- Encourage all interested residents and all representative groupings of residents or business owners in the Area to become members of HVNF and to work alongside HVNF to further their joint objectives.
- Endeavour to monitor development in areas immediately adjoining the Area and to co-operate with forums and / or authorized bodies in adjoining areas with the intent of ensuring that the objectives of this constitution are met.
- Consult with adjoining neighbourhood forums and wards will take place where any development in the Hoe Valley directly affects other communities.

9 Amendments and Dissolution

9.1 Amendments to the body of this Constitution will be by decision of a General Meeting carried out in accordance with Section above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

9.2 HVNF may be dissolved by decision of a General Meeting specifically called for this purpose and carried out in accordance with Section 5 above, with the exception that such a vote will only be carried if supported by 75% or more of those voting.

9.3 In the event of dissolution, any property or funds held by HVNF will be;

- Subject to the agreement of the Members at General Meeting, allocated to one or more nominated organisations set up to continue the work of HVNF, or
- In the absence of any such organisation and subject to any statutory regulations, distributed equally to the constituent local organisations who are its members (but not to individual members)

9.4 In accordance with the Act, a formal review of the functions and achievements of HVNF will be carried out five years after its formation. Following such review, and consultation with its members, HVNF will decide to continue, amend or dissolve itself as considered appropriate.

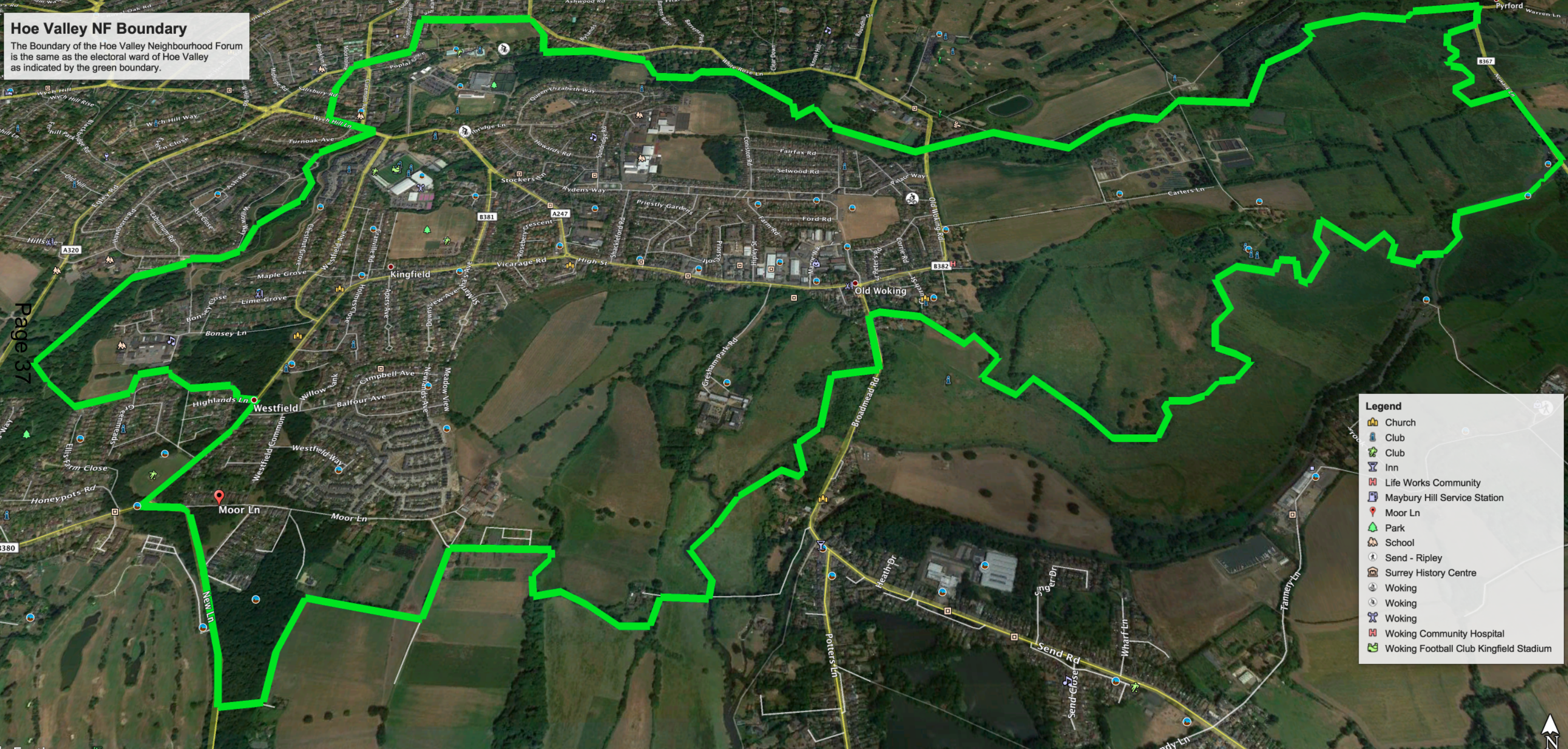
10 References

Thanks to WBNF and other existing neighbourhood plans in the Borough for assistance in wording this constitution.

Town & Country Planning Act 1990 as amended by the Localism Act 2011 ('the Act').

<http://www.woking2027.info/neighbourhoodplanning>

Hoe Valley Neighbourhood Forum map



Surname	Name	Area
A'Boe	Denize	Westfield
Adams	victor	Westfield
Adcock	Steve	Westfield
Adcock	Eithne	Westfield
Aldridge	Marilyn	Kingfield
Aldridge	Robert	Kingfield
Allen	Linda	Kingfield
Alve	Navin	Westfield
Aritra	Roy	Westfield
Bainbridge	John	Westfield
Bainbridge	Veronica	Westfield
Barnes	Stephen	Westfield
Bartholomew	A	Kingfield
Bartholomew	Derek	Kingfield
Baynham	Paul	Kingfield
Beck	Henry	Kingfield
Beck	Katy	Kingfield
Bennett	Richard	Westfield
Birtwistle	James	Westfield
Boorman	Louise	Westfield
Bracato	Crocetta	Westfield
Bridger	Sandy	Kingfield
buckland	peter	Westfield
Buffone	Adele	Kingfield
Butterick	Jacquie	Kingfield
Cannell	Robin	Westfield
Castle	Claire	Westfield
Chubb	Simon	Kingfield
Chubb	Sarah	Kingfield
Cimpoesu	Mihai	Westfield
Clarke	Kamilah	Claremont Avenue
Clements	Jackie	Westfield
Cook	C	Westfield
Cook	Suzanne	Old Woking
Cooper	Madi	Old Woking
Coralie	Perrier	Westfield
Corney	Bill	Westfield
Cottle	Mrs Mary	Westfield
Crosby	Alison	Kingfield
Cussans	Mike	Westfield
Dalton	Nelle	Kingfield
Dalton	Adam	Kingfield
Davidson	K	Westfield
Davies	Joanne	Westfield
Davis	C. J. H.	Westfield
Deavin	Janet	Kingfield
Doloughan	Gill	Westfield
Edgar	Claire	Kingfield
Elliott	Denise	Kingfield

Ford	Matthew	Westfield
Gada	Elaine	Westfield
Godsland	John	Kingfield
Green	Sonia	Westfield
Green	Nathan	Westfield
Green	Paul	Westfield
Grist	Pat	Kingfield
Grist	Colin	Kingfield
Gurer	Joanna	Claremont Avenue
Hack	Carol	Old Woking
Hardebeck	Richard	Westfield
Hargrave	Alina	Westfield
Harley	Kate	Westfield
Harley	Mike	Westfield
Hataba	Rasha	Kingfield
Haywood	Dean	Kingfield
Haywood	Catherine	Kingfield
Heapy	Louise	Kingfield
Hickman	William	Westfield
hickman	Carolyn	Westfield
Higgins	Charlotte	Claremont Avenue
Holt	James	Kingfield
Howse	Clive	Westfield
Hughes	Deborah	Westfield
Instone	Jeremy	Westfield
Jell	Michael	Westfield
Jones	Robin	Westfield
Kandasamy	Sakthi	Westfield
Kate	Pottinger	Westfield
Kirk	C	Kingfield
Land	Lisa	Westfield
Larnder	Gary	Westfield
Lawrence	Dulcie	Kingfield
Leigh	David	Old Woking
Lowe	Kim	Old Woking
Mathews	Marc	Westfield
Mansi	Joanna	Old Woking
MCILWAINE	Mags	Old Woking
McKenna	Jonathan	Kingfield
Mile	Clive	Westfield
Mile	Jayne	Westfield
Morales	Louise	Old Woking
Moulds	John Neil	Old Woking
Murch	Christine	Kingfield
Murradh	J	Kingfield
Murradh	D	Kingfield
Murza	Nick	Old Woking
Murza	Nicky	Old Woking
O'Callaghan	Adrian	Westfield
O'Neill	Ann	Kingfield

Owen	Paul	Westfield
Paling	Nigel	Westfield
Palmer	Sarah	Westfield
Papadopoulou	Eleni	Kingfield
Pattersons	Patricia	Kingfield
Pattison	Elaine	Kingfield
Pugh	Geoff	Westfield
Reeds	Jenny	Gresham Mill
Reynold	Vic	Westfield
Reynolds	Victor	Westfield
Rimmer	Martin	Westfield
Rimmer	Isobel	Westfield
Rogers	S	Westfield
Rogers	Cliff	Westfield
Rowsell	Mr M	Kingfield
Rozburgh	Julie	Kingfield
Ryan	Jenny	Kingfield
Samia		Kingfield
Saunders	Mr D	Old Woking
Saunders	Miss C	Old Woking
Schramm	Christian	Westfield
scott	Adrian	Kingfield
Sevenoaks	Jane	Westfield
Shatwell	Robert	Westfield
Simpsom	s	Kingfield
Simpson	P	Kingfield
Smith	Tom	Westfield
Smith	Karen	Westfield
Sowerby	Antony	Westfield
Sriskanthaveri	K	Westfield
SUN LEE	MI	Westfield
Sutton	John Neil	Westfield
Tariq	Manzoor	Kingfield
Thaine	Catherine	Kingfield
Thomopoulos	George	Westfield
Thomopoulos	Lorna	Westfield
Tidbury	Richard	Kingfield
Tidbury	Nicki	Kingfield
Tooke	Mike	Westfield
Tooke	Margaret	Westfield
van Bellen	Monique	Westfield
Vergas-Razo	Cesar	Kingfield
Waterton	Geoff	Old Woking
Webber	Mrs E	Old Woking
Williams	B	Old Woking
Zamazalova	Silvie	Westfield
Eldemerdash	Mohamed	Kingfield

COUNCIL – 25 JULY 2019

RECOMMENDATIONS OF THE EXECUTIVE

Executive Summary

The Council is invited to consider the recommendations from the meetings of the Executive held 6 June 2019 and 11 July 2019. The recommendations as set out in the minutes of the Executive are set out below.

EXECUTIVE – 6 JUNE 2019

A. NOTICE OF MOTION - CLLR A-M BARKER - REVIEW OF COMMITTEE STRUCTURE EXE19-040

At its meeting on 20 May 2019, the Council referred the following Notice of Motion to the Executive for consideration.

Councillor A-M Barker

“Council notes that The Localism Act 2011 gave local authorities power to choose the committee system over their current system of governance and that the modern committee system may offer advantages over the current Strong Leader and Executive model.

Council supports

The setting up of a task group to consider whether it would be beneficial to the Council to move to a committee system.”

Councillor Barker attended the meeting and spoke in support of the Motion. Councillor Barker commented that a move to a modern committee system would increase transparency and involve more Councillors in decision making. The Executive was supportive of reviewing the current Strong Leader and Executive model and was in favour of forming a task group to explore the advantages and disadvantages of the Council moving to a committee system. It was suggested that the task group consist of two Conservatives, two Liberal Democrats, one Labour and one Independent and that names be put forward at Council on 25 July 2019.

RECOMMENDED to Council

That the Motion be supported.

B. WOKING BOROUGH COUNCIL SINGLE USE PLASTICS (SUP) POLICY EXE19-039

Councillor K M Davis, Portfolio Holder for Environment and Sustainability, introduced the report which sought approval of the Executive to recommend to Council the adoption of a Woking Borough Council Single Use Plastics (SUP) Policy. Councillor Davis advised that the Climate Change Working Group had been consulted on the proposed Policy at its meeting on 14 March 2019. Attention was drawn to paragraph 5.1 of the report which set out the positive steps taken by the Borough Council to reduce the amount of avoidable single use plastics, such as the launch of Refill Woking in the Town Centre and the installation of two new bottle filling stations in Albion Square.

Councillor Davis proposed an additional recommendation to the report in order to strengthen the Council's commitment regarding single use plastics. The proposed additional recommendation, which was seconded by Councillor Kemp, to read “the Council removes all

single use plastics from its estate, and the services it provides directly, by the end of 2020, as far as is practicable". The Executive agreed the additional recommendation.

Following a question regarding the term 'Council estate' used in the report, it was explained that the term referred to areas which the Council had control over at an operational level and which were directly owned by the Council. The Portfolio Holder suggested that the Climate Change Working Group consider what could be included under 'Council estate' in terms of single use plastics.

Following a question regarding littering from vehicles, the Executive was advised that further work was required around identification of perpetrators and enforcement. However, a reference to this would be incorporated into the Policy before it was considered by Council.

RECOMMENDED to Council

- That (i) the proposal for a Woking Borough Council Single Use Plastic (SUP) Policy be agreed, subject to amendments by the Executive;**
- (ii) the final policy be supported and published on the website;**
- (iii) delegated authority be given to the Green Infrastructure Manager, in consultation with the Portfolio Holder for Environment and Sustainability, to approve future updates to the Borough Council's SUP Policy;**
- (iv) formal support be given to the Surrey Environment Partnership SUP Strategy and Action Plan;**
- (v) local initiatives to address SUP reduction in Woking Borough be supported, such as Plastic Free Communities; and**
- (vi) the Council removes all single use plastics from its estate, and the services it provides directly, by the end of 2020, as far as is practicable.**

Reason: To seek support for these policies and initiatives as part of delivery of the Borough's climate change and sustainability strategy – Woking 2050.

C. CHILDREN'S CENTRES EXE19-038

The Executive received a report which sought approval of the Executive to recommend to Council that Woking Borough Council become the lead provider for Family Centres in Woking and develop the vital outreach support to families. Councillor Kemp, Portfolio Holder for Family Support Programme, explained that the proposal followed the County Council's review of children's services and the development of the Family Service to support families with children aged 0 to 11 that were the most vulnerable. It was noted that service delivery would move from a centre based approach to a more flexible community based approach. Two Family Centres would be established in Sheerwater and Goldsworth Park and Borough-wide support from Family Centre staff would continue to be delivered by outreach staff in family homes and appropriate community venues.

Following a question concerning direct services with health, the Executive was informed that Officers were aware of the need to rehouse those services and that it would be part of the process going forward.

Recommendations of the Executive

Regarding referrals, the Portfolio Holder advised that research had demonstrated that the majority of referrals came from GPs, social workers and other professional and voluntary services and not from children's centres.

The Executive welcomed the positive proposal for Woking Borough Council to become the lead provider for Family Centres in Woking in partnership with Surrey County Council, noting that it would be the first such arrangement in Surrey.

RECOMMENDED to Council

That Woking Borough Council will be the lead provider for Woking Family Centres in a partnership arrangement with Surrey County Council.

Reason: To ensure the continued provision of children's services in the Borough.

EXECUTIVE – 11 JULY 2019

In respect of the following item on Temporary Accommodation, the Mayor will move that the item is deferred to Part II of the agenda (Press and Public excluded) in the event any Member wishes to discuss matters arising from the recommendation which are deemed confidential.

D. TEMPORARY ACCOMMODATION EXE19-041

Councillor D Harlow, Portfolio Holder for Housing Services, introduced the report and informed the Executive that a review had been undertaken of the Council's current temporary accommodation schemes which had identified that urgent and significant investment was required to refurbish the accommodation to an acceptable standard. The Portfolio Holder explained that the report sought approval of the Executive to recommend to Council the acquisition and conversion of a Woking town centre site for use as temporary accommodation. In addition, the report also recommended to Council a proposal to improve the housing standards of the Council's current temporary accommodation properties and the disposal of 37 St John's Road which had formerly been used as temporary accommodation.

Following a question regarding the estimated valuation of 37 St John's Road, it was noted that Officers would be expected to obtain best value for the site. Regarding the proposal to undertake refurbishment of Claremont Avenue temporary accommodation properties rather than to rebuild, the Portfolio Holder advised that the refurbished accommodation would offer vital short to medium term availability. The Executive was informed that a full strategic review of the Council's temporary accommodation would be undertaken within two years of the new town centre scheme, subject to approval of the proposed acquisition.

The Chairman highlighted an amendment to recommendation (iv) in order to make clear that both the Portfolio Holder for Housing Services and the Portfolio Holder for Asset Management would be consulted by the Director of Housing if it was necessary to proceed with the purchase of an alternative town centre site for use as temporary accommodation in the event that the acquisition of the identified site fell through.

RECOMMENDED to Council

That (i) the acquisition and conversion of a Woking town centre site for the use as temporary accommodation be approved for a total project cost of circa £4,600,000;

(ii) the proposal to improve the housing standards of the Council's current temporary accommodation properties, at a

total cost of circa £152,000, be approved to ensure that the provision is fit for purpose;

- (iii) the vacant property at 37 St Johns Road (formerly used as temporary accommodation) be disposed of and the capital receipt re-invested towards implementing recommendations (i) and (ii) above;
- (iv) in the event that the acquisition of the identified site falls through, the Director of Housing, in consultation with the Portfolio Holder for Housing Services and the Portfolio Holder for Asset Management, be authorised to identify and proceed with the purchase of an alternative town centre site for use as temporary accommodation, providing the financial business case is broadly similar; and
- (v) the Director of Housing be authorised to take all necessary actions to achieve the outcomes referred to in (i) – (iv) above.

Reason: To enable the Council to provide good quality, local short-term accommodation to households facing homelessness in the Borough.

E. WOKING BOROUGH COUNCIL STREET NAMING AND NUMBERING POLICY EXE19-036

The Executive received a report which sought approval of the Executive to recommend to Council the adoption of a Street Naming and Numbering (SNN) Policy for Woking Borough Council. The Executive noted that the Council had a statutory responsibility to assign addresses to properties in the Borough. It was noted that the Policy provided clear guidelines for both residents and the Council, and would ensure a concise and consistent approach to address management. The importance of maintaining the uniqueness of addresses for emergency services was highlighted. Members discussed the street name guidelines set out in paragraph 3.3 of Appendix 1 to the report.

Following a suggestion that numbers be added to house names in order to assist emergency services and deliveries, Officers advised that such a request would cause disruption to residents as it would require residents to change their personal details.

The Chairman thanked Officers for their hard work to create the first Street Naming and Numbering Policy for the Council.

RECOMMENDED to Council

- That (i) the Street Naming and Numbering Policy, attached at Appendix 1 to the report, be approved;
- (ii) the Street Naming and Numbering Policy be published on the Council's website; and
- (iii) the Green Infrastructure Manager, in consultation with the Portfolio Holder for Environment and Sustainability, be given delegated authority to approve future updates to the Street Naming and Numbering Policies to reflect new information.

Reason: To explain local Addressing requirements in compliance with national guidelines and, with delegated authority, to keep the SNN Policy up to date in the future.

F. ROYAL HORTICULTURAL SOCIETY (WISLEY) - APPLICATION FOR FINANCIAL ASSISTANCE EXE18-124

The Executive received a report which recommended that funding of £100,000 be awarded to the Royal Horticultural Society (Wisley) towards the cost of the project to build the Centre for Horticultural Science and Learning. Councillor A Azad, Portfolio Holder for Grants to Voluntary and Community Organisations, explained that the new Centre would enhance RHS Wisley's renowned expertise and benefit the local community. Councillor Azad drew attention to the collaborative working relationship with RHS Wisley on the Council's green agenda and climate change in recent years. Community outreach work, for example at Sythwood Children's Centre and in Sheerwater, was also highlighted.

Councillor Forster stated that the Liberal Democrat Group was not supportive of the application due to the organisation's healthy financial position and its location outside of the Borough. Councillor Forster queried how much the work RHS Wisley did on community projects in the Borough cost. Officers advised that the total cost incurred by RHS Wisley in relation to the Sheerwater project was £24,000, of which £10,000 was direct payment and £14,000 was in kind. Officers further advised that other projects in the Borough had not been costed in the same way, however RHS Wisley had dedicated a vast amount of time to organisations within the Borough and had also provided advice and access to RHS Wisley for tailored events, such as Youth Takeover Days for Winston Churchill School and Bishop David Brown School.

The Executive noted that the funding request would come out of the Council's capital grants budget which was a separate fund to the revenue grants budget. The Executive welcomed the transformational project and the Council's valuable collaborative working with RHS Wisley whilst recognising concern expressed at the request to fund an organisation outside of the Borough. It was suggested that reassurance could be obtained from RHS Wisley on its continued investment in the Borough. The Chairman stated that the matter should be a recommendation to Council in order to allow all Members an opportunity to vote on the funding application.

The Chairman commented that consideration could be given to recommending to Council any future significant capital grant funding applications which were outside of the Borough. It was also noted that the Shadow Portfolio Holder would be invited to the initial Officer meeting with the Leader and Portfolio Holder in October to discuss the 2020-21 grant applications.

RECOMMENDED to Council

That funding of £100,000 be awarded from the Community Fund towards the cost of the project to build the Centre of Learning and Science.

Reason: To enable the RHS to continue to grow and invest in the future of its members and horticultural science.

Background Papers: None.

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REPORT ENDS

COUNCIL – 25 JULY 2019

SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (DPD)

Executive Summary

At its meeting on 18 October 2018 the Council approved the draft Site Allocations DPD and its supporting Sustainability Appraisal Report, Habitats Regulations Assessment and the Proposals Map for Regulation 19 consultation. This version of the DPD is what the Council approved to be submitted to the Secretary of State for Examination, subject to any further modifications it may wish to make in response to the Regulation 19 consultation. A copy of the Site Allocations DPD is in Appendix 1. The consultation took place between 5 November and 17 December 2018. Analysis of the individual representations received with Officers' analysis and recommendations is in the Members' Lounge for inspection. Based on the analysis of the representations, Officers have proposed a schedule of modifications which is included in Appendix 2. Subject to the proposed modifications being approved, Officers are satisfied that the DPD is defensible, justified by evidence and can withstand scrutiny at the Examination and should be submitted to the Secretary of State.

At this stage, it is not intended to amend the DPD itself before it is submitted for Examination. The modifications that the Council may approve will be set out in a separate 'schedule of proposed modifications' for the Secretary of State to consider at the Examination. The proposed changes will only be incorporated into the DPD and the accompanying Proposals Map after they have been approved by the Secretary of State.

The report was considered by the Local Development Framework (LDF) Working Group at its meeting on 4 July 2019. The Group has requested the Council to approve all the recommendations of this report. The minutes of the Working Group meeting are attached in Appendix 3.

Recommendations

The Council is requested to:

RESOLVE That

- (i) the various responses to the Regulation 19 consultation on the Site Allocations DPD and its supporting Sustainability Appraisal report, Habitats Regulations Assessment and the Proposals Map together with Officers' response and recommendations be noted (copy in Members' Lounge);
- (ii) the list of Submission Documents in paragraph 1.6 be approved to be sent to the Secretary of State for Examination;
- (iii) the proposed schedule of modifications in Appendix 1 be approved to be sent to the Secretary of State for consideration;
- (iv) authority be delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning, to approve any minor changes to the Site Allocations DPD and the other Submission Documents to reflect new information, including national guidance before they are sent to the Secretary of State. This will also include overseeing the presentation of the documents;

- (v) authority be delegated to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to agree changes that might be proposed by the Inspector during the Examination process; and
- (vi) authority be delegated to the Deputy Chief Executive to ensure the preparation and participation of the Council at the Independent Examination of the Site Allocations DPD.

Council has the authority to determine the recommendations set out above.

Background Papers:

Representations received during Regulation 18 consultation
Summary and analysis of the representations received during the Regulation 18 consultation
Representations received during consultation on the land east of Martyrs Lane
Local Development Scheme (LDS)
Statement of Community Involvement
Woking Core Strategy
National Planning Policy Framework
The Town and Country Planning (Local Planning) (England) Regulation 2012 (as amended)
Strategic Housing Land Availability Assessment (2014, 2017)
Employment Topic Paper
Green Belt boundary review
Woking Local Plan – Potential Mitigation
A320 Corridor Study – Feasibility Study Final Report (2018)

List of documents in Members' Lounge for inspection

Draft Site Allocations DPD
Summary of representations with Officers' response and recommendations
Proposals Map
Sustainability Appraisal Report for the Site Allocations DPD
Habitats Regulations Assessment
Consultation Statement
Duty to Cooperate Statement
Equalities Impact Assessment

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Date Published: 17 July 2019

1.0 Introduction

- 1.1 On 18 October 2018, the Council approved the draft Site Allocations DPD (Appendix 1), the Sustainability Appraisal Report, the Habitats Regulations Assessment and the Proposals Map for Regulation 19 consultation to allow the public a final opportunity to comment on them before they are submitted to the Secretary of State for Independent Examination. The Site Allocations DPD is in Appendix 1. Copies of the other documents are in the Members' Lounge for inspection. Copies can also be provided on request. Members should note that the documents are the same as they were approved for the Regulation 19 consultation. The DPD was published for consultation between 5 November 2018 and 17 December 2018. The consultation was widely publicised to encourage people to respond. Direct letters and e-mails were sent to individuals and organisations on the consultation database, workshops were organised in communities where sites are allocated or safeguarded, leaflets were distributed at key locations, there were open days for people to have a discussion with the Planning Policy Team and there were Press Releases. Officers are satisfied that everything possible was done to encourage people to respond.
- 1.2 The preparation of the DPD has evolved over time. Public consultation has been central to the process, and the Council has valued and taken into account comments received at each stage of the process. The Examination, which is the next stage of the process will give everyone a further opportunity to be heard by the Independent Inspector of the Secretary of State. The report:
- Outlines the various responses received during the Regulation 19 consultation with Officers' analysis and recommendations;
 - Sets out the schedule of proposed modifications to be sent to the Secretary of State for consideration;
 - Sets out the list of Submission Documents that will have to be sent to the Secretary of State in accordance with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended); and
 - Seek authority to submit the Site Allocations DPD together with the schedule of proposed modifications and the accompanying Submission Documents to the Secretary of State for Examination in accordance with the timescales set out in the Local Development Scheme.
- 1.3 A total of 2,797 individuals and organisations submitted comments comprising of 3,583 separate representations. The total number of people who made representations included 1,173 signatories to the Byfleet Residents Petition and 923 signatories to the Pyrford Residents Petition. Of the total number who made representations, 971 were supportive of the DPD, 1,783 raised objections, 41 made comments that were neither supporting nor objecting to the DPD and 2 supported and objected to various aspects of the DPD at the same time. A summary of the representations, the main issues raised with Officers response and recommendations is in the Members' Lounge.
- 1.4 As a result of representations received and further information on the status of some of the sites, Officers are proposing some modifications to enhance the quality of the DPD and to help meet statutory or technical requirements. A modification has also been proposed regarding the status of the McLaren campus. This is addressed separately in Section 4 of the report. The schedule of proposed modifications is included in Appendix 2. Members are requested to approve the proposed modifications. If approved, the proposed schedule of modifications will be sent to the Secretary of State for consideration at the Examination. The proposed modifications will be incorporated into the DPD if they are accepted by the Secretary of State. The DPD should be able to stand up to technical scrutiny at the Examination. In this regard, any further changes that Members wish to make should have the evidence to justify them. It is

stressed that the proposed schedule of modifications are of minor nature and would not fundamentally change the general thrust of the DPD nor undermine its overall objective. If that were to be the case, the advice would be for the Council to carry out another round of consultation to give the public the opportunity to comment on that. Members should note this advice if they are minded to introduce any further changes.

- 1.5 The Sustainability Appraisal and the Habitats Regulations Assessment are legal and/or international requirements that have to be prepared to support the DPD. They have been prepared as an integral part of the DPD process. Members have already considered these documents before they were published for consultation, and Officers are not proposing any significant changes to the documents except a new Sustainability Appraisal to inform the designation of the McLaren Campus as a Major Developed Site in the Green Belt and the proposed modification to Policy UA14 (Poole Road Industrial Estate). The Proposals Map is a spatial illustration of the policies and proposals in the development plan. Changes have been proposed to reflect the proposed schedule of modifications to the DPD. The nature of the changes is set out in the schedule of proposed modifications. A copy of the Proposals Map is in the Members' Lounge.
- 1.6 Subject to Council approving the recommendations of the report, the next stage of the process will be to submit the DPD to the Secretary of State for Examination. In accordance with the timescales set out in the Local Development Schemes, this is expected to be the end of July. In addition to the DPD, Regulations 17 and 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 prescribes the following Submission Documents to also be submitted to the Secretary of State:
- Sustainability Appraisal Report and Habitats Regulations Assessment;
 - Proposals (or Policies) Map;
 - Statement setting out which bodies and persons invited to make representations, how those bodies and persons were invited to make representations under Regulation 18, a summary of the main issues raised by representations made pursuant to Regulation 18, how any representations made pursuant to Regulation 18 have been taken into account;
 - Copies of any representation made in accordance with Regulation 20, in this case the Regulation 19 consultation (copies are available for Inspection at the Planning Policy Team and on the Council's website); and
 - Such supporting documents as in the opinion of the Council are relevant to the preparation of the DPD. Under other national and international requirements, a Consultation Statement, Duty to Cooperate Statement and Equality Impact Assessment have been prepared to be submitted to the Secretary of State (copies in the Members' Lounge). The Council has an approved Statement of Community Involvement, which is a background document to the report and is on the Council's website. The Statement of Community Involvement will also be submitted to the Secretary of State.
- 1.7 It is a statutory requirement under the Duty to Cooperate for a number of prescribed bodies such as the Council to work together to address strategic matters that crosses administrative boundaries. The list of the prescribed bodies is set out in Section 4 of the Regulations. At the Examination, the Council will be required to demonstrate by evidence how it has met this duty. The Duty to Cooperate Statement is the Council's evidence to demonstrate compliance with this duty

- 1.8 Members are reminded that Council has already approved the DPD that it wishes to submit to the Secretary of state for Examination. At this stage, it is not intended to amend the DPD itself before it is submitted for Examination. The modifications that the Council may wish to make will be set out in a separate 'schedule of proposed modifications' for the Secretary of State to consider at the Examination. The proposed changes will be incorporated into the DPD after they have been approved by the Secretary of State.

2.0 Nature and analysis of representations

- 2.1 A total of 2,797 individuals and organisations made comments comprising of 3,583 separate representations. Two sets of petition were received from Byfleet residents and Pyrford residents respectively. Of the individuals and organisations who made comments, 971 were in support of the DPD, 1,783 objected, 41 made comments that were neither objection nor support and 2 objected and supported various parts of the DPD. The representations covered a wide range of issues. The issues that received most comments relates mainly to infrastructure provision and the release of Green Belt land for development, and includes the following:

- No justification for the release of Green Belt land to meet future development requirements in the Borough;
- No justification to safeguard Green Belt land to meet future development needs beyond the Core Strategy period;
- No need to release Green Belt land to meet the accommodation needs of Travellers
- There is a disproportionate amount of Green Belt land being released in West Byfleet and Byfleet to meet development needs across the Borough;
- Lack of infrastructure to support the proposed development. There has been no proper assessment of the scale of infrastructure to support the proposed development. The traffic implications of the proposed development especially but not exclusively on Parvis Road have not been fully assessed;
- No proper assessment of risk of flooding, in particular, regarding the sites in Byfleet and West Byfleet
- Inadequate evidence base to support the DPD;
- Inadequate consideration given to air pollution;
- Lack of assessment of alternative brownfield sites. There should be independent consultants study on availability of brownfield land; and
- The DPD should identify more land to meet Woking's unmet housing need and not just the Core Strategy's housing requirement.

- 2.2 The above list of issues is not exhaustive and does not imply that they are more important than any other issue raised by the representations. They are highlighted because of the relatively high number of individuals who have raised the issues. A summary of each representation with Officers' analysis and response is in the Members' Lounge. An Issues and Matters Topic Paper has been prepared to comprehensively address the common issues that were raised. The Topic Paper is in Appendix 4. Whilst the above are highlighted and addressed in detail in the Issues and Matters Topic Paper, this should not underplay the importance that should be attached to the careful consideration of all the other individual representations.

2.3 The general thrust of the DPD as approved by Council has not changed as a result of the representations. However, Officers are proposing some modifications in response to the representations which will enhance the overall quality of the DPD. The schedule of proposed modifications is in Appendix 2.

3.0 Release of Green Belt land

3.1 The release of Green Belt land attracted a wide range of opinions from residents, developers and neighbouring authorities. The release of Green Belt land has been singled out for commentary in the report because of the sensitivities surrounding the issue and the number of individuals who have commented on it. Residents from communities such as Byfleet and West Byfleet have been concerned about the release of Green Belt land for development in their area, in particular, what they believe to be the disproportionate amount of Green Belt land being proposed to be released for allocation and safeguarding in the area. They have also raised concern about the allocation and overconcentration of Traveller sites in the area. Residents of communities such as Pyrford have broadly been supportive that the DPD is no longer safeguarding Green Belt land to meet future development needs in their area. A number of developers are concerned that the Council has not gone far enough to release Green Belt land to meet its objectively assessed housing need, which currently stands at 409 dwellings per year but instead is only allocating land to meet the Core Strategy's housing requirement of 292 dwellings per year. This is also a view shared by some of the neighbouring authorities. Each representation has been addressed in detail. The Issues and Matters Topic Paper on the summary of issues submitted during the Regulation 19 consultation with Officers response addresses these matters comprehensively.

3.2 Officers have reviewed all the representations, the policy basis for the allocations and the evidence base and are still satisfied that very special circumstances exist to justify the allocation and/or safeguarding of the sites that Council approved for Regulation 19 consultation. Members are reminded that the in-principle justification to release Green Belt land has been established by the 2012 Core Strategy and agreed by the Secretary of State. It is highly unlikely that the Core Strategy would have been found sound if the Council had not committed to release Green Belt land to meet housing need at the back end of the Core Strategy period. It is also highly unlikely that the Site Allocations DPD would be found sound if it did not allocate sufficient land including land in the Green Belt to meet the policy requirements of the Core Strategy. Whilst the concerns raised by residents are well understood and shared, the DPD is informed by a number of evidence base studies and includes key requirements to make sure that the release of Green Belt land would not undermine the overall integrity and purposes of the Green Belt. A copy of the Site Allocations DPD is attached at Appendix 1. For the avoidance of doubt and for information, Appendix 5 provides a summary of Green Belt land that are proposed for allocation or safeguarding.

4.0 McLaren Campus

4.1 McLaren Group Limited has made representation requesting the Council to remove its campus site (excluding land in its ownership east of A320) from the Green Belt and allocating it for strategic employment use or alternatively, to designate the same site as a strategic employment site within the Green Belt. Members are reminded that at the Core Strategy Examination, McLaren Group Limited made a similar representation which the Council resisted and was supported by the Secretary of State. At the time there was a single building at the campus – the McLaren Technology Centre (MTC). The Council at the time argued that the site did not meet the criteria to be designated as a major developed site in the Green Belt. Circumstances have changed since the adoption of the Core Strategy regarding the status of the site. The McLaren Production Centre (MPC) has been built and there is an extant planning approval for the McLaren Applied Technology Centre. Officers have considered the merits of the representations in the light of the current status of the site, the planning history, the policy context and a Sustainability Appraisal of the site, and are recommending that the site as defined by the Map in Appendix 2 should be designated as a Major Developed Site within the

Green Belt in accordance with the definition set out in the Glossary of the Core Strategy. For information, and as examples, there are two other Major Developed Sites in the Green Belt – Broadoaks and the Thames Water Sewage Treatment Works at Carters Lane. Full details of the representations with Officers analysis and reasons for the recommendation are set out in 'the summary of individual representations received with Officers' response and recommendations' in the Members' Lounge. Details of the proposed policy designation, its reasoned justification and the key requirements to make development of the site acceptable is set out in the proposed schedule of modifications in Appendix 2. Whilst the proposed designation offers an in-principle use of the site for the sole employment use by McLaren Group Limited, the Council will continue to exercise a similar degree of control over details of any proposal that might come forward. The development of the site will continue to require a planning application to be submitted to and determined by the Council with the same degree of detail scrutiny. The recommendation to designate the site as Major Developed Site in the Green Belt is informed by a Sustainability Appraisal. A copy of the SA Report is in the Members' Lounge.

- 4.2 Officers are of the view that the site should not be removed from the Green Belt, which is an option that McLaren Group Limited has requested the Council to consider. Policy CS1 (a Spatial Strategy for Woking Borough) of the Core Strategy is concerned to ensure that any land that is removed from the Green Belt to meet future development needs does not undermine its purposes and overall integrity. The Council has carried out a Green Belt boundary review to provide the necessary evidence to help it achieve this objective. The Study concluded that the area within which the McLaren site is situated is fine-grained landscape where it would be difficult to accommodate significant change without significant adverse effects on the landscape pattern and features. Removal of the site from the Green Belt would leave an area of development unconnected to the urban area. There would be no clear well defined features that may be used to secure an enduring alternative Green Belt boundary. It would lead to an isolated development within the Green Belt. Retaining the site within the Green Belt would allow the relevant requirements of the Green Belt policies to be applied to any development that would come forward. Consequently, the request to remove the land from the Green Belt for strategic employment use is unacceptable and should be resisted.

5.0 How the Site Allocations DPD will be judged at the Examination

- 5.1 Section 20 of the Planning and Compulsory Purchase Act 2004 (as amended) prescribes amongst other things that the local planning authority must submit every development plan document to the Secretary of State for Independent Examination, but the authority must not submit such a document unless they have complied with all relevant requirements contained in Regulations and they think the document is ready for Independent Examination. Officers have followed the relevant Regulations in preparing the DPD.
- 5.2 Paragraph 35 of the NPPF sets out the tests against which the DPD will be judged. The DPD will be judged against the following:
- Is the DPD identifying sufficient range of sites to deliver at least the requirements of the Core Strategy?
 - Is the DPD an appropriate strategy, taking into account reasonable alternatives (is it justified)?
 - Are the proposals justified by credible evidence?
 - Has legal, procedural and international requirements been met?
 - Is the DPD in general conformity with National Planning Policy (NPPF)?

- Has there been appropriate consultation, including meeting the specific requirements of the Duty to Cooperate?

5.3 The Site Allocations DPD will stand or fall on the extent that it has met the above tests and all other legal and procedural requirements. The above tests should guide decisions about the DPD. The LDF Working Group has considered the report at its meeting on 4 July 2019. The Group is supportive of all the recommendations of the report. The Group had suggested minor modifications to the scheduled of proposed modifications in Appendix 2. The proposed amendments are already incorporated into the report.

6.0 Next steps

6.1 The report seeks authority to submit the DPD, the proposed schedule of modifications and the supporting Submission Documents to the Secretary of State for Examination. Subject to Council agreeing the recommendations of the report and the further changes they may wish to make, it is intended that the DPD will be submitted to the Secretary of State by end of July 2019. The purpose of the Examination will be to determine whether the DPD satisfies legal and procedural requirements and is sound. Anyone who has made representation during the Regulation 19 consultation will be given the opportunity to appear before, and be heard by the Inspector conducting the Examination.

6.2 It is most likely that during the course of the Examination, the Inspector may propose changes to be agreed by the Council. It will be difficult for relevant committees of the Council to convene to agree such changes. It is therefore requested that delegated authority be given to the Deputy Chief Executive in consultation with the Portfolio Holder for Planning to agree any such changes. This is common practice at Examinations and not unique to Woking.

6.3 The Inspector will issue a report after the hearing part of the Examination with recommendations and reasons for the recommendations, which must be published. The Council cannot adopt the DPD without modifications recommended by the Inspector. If found sound, it is anticipated that the DPD will be adopted in early 2020. The Council will have the opportunity to consider the Inspector's Report before the DPD is adopted.

7.0 Implications

Financial

7.1 The cost of preparing the DPD has been and will be met from existing Planning Policy Service Plan budget and approved investment programme.

Human Resource/Training and Development

7.2 No additional human resources/training and development implications.

Community Safety

7.3 There are no community safety implications

Risk Management

7.4 The Local Development Scheme includes risk and contingency planning for the preparation of Local Development Documents including the Site Allocations DPD. Given the contentious nature of the proposals in the DPD, in particular the release of Green Belt land for development and the range of interested parties who have expressed an interest in the DPD, it is critical that the decisions of the Council are justified by evidence that is robust and credible to be able to withstand scrutiny at the Examination and avoid potential legal challenge. The Planning Act requires the Council to prepare the DPD in accordance with the timescales set out in the Local

Development Scheme. Any delay in the preparation of the DPD would require a review of the approved LDS to make sure that the preparation of the DPD is measured against up to date and achievable timetables. A delay in having an adopted DPD could potentially lead to speculative development in unsustainable locations, including Green Belt locations, something the Council may wish to avoid.

- 7.5 There is no doubt about the Government's objective of significantly boosting the supply of homes and the need for Councils to identify land to help achieve that. The expectation is that Councils must plan to meet at least their objectively assessed housing need (and to take into account the unmet need from neighbouring areas). Based on current data, the objectively assessed housing need for the Borough is about 409 dwellings per year. Given the timing of the Core Strategy period (2010 – 2027) there is a high risk that any delay to the preparation of the Site Allocations DPD will result in significant pressure on the Council, including pressure from Government to start a new Plan making process with the possibility of the housing requirement being increased from the current 292 dwellings per year to 409 dwellings per year.

Sustainability

- 7.6 Addressed as part of the Sustainability Impact Assessment.

Equalities

- 7.7 The Site Allocations DPD will contribute towards meeting the accommodation needs of Travellers and the elderly. An Equality Impact Assessment has been prepared as one of the Submission Documents to be sent to the Secretary of State.

Safeguarding

- 7.8 There are no safeguarding implications.

8.0 Conclusions

- 8.1 The Council has a policy obligation to prepare the Site Allocations DPD to identify sufficient range of sites to enable the comprehensive delivery of the Core strategy. The preparation of the DPD has evolved with significant public and Members' involvement. At its meeting on 18 October 2018, the Council approved the draft DPD and its supporting documents that it wishes to submit to the Secretary of State for Regulation 19 consultation to give the public the final opportunity to comment on them before they are submitted. The representations that were received during the consultation have been analysed in detail with Officers' recommendations. Modifications are being proposed to enhance the overall quality of the DPD. These modifications will be incorporated into the DPD if they are accepted by the Secretary of State. At this stage, Officers are satisfied that the general course taken in the DPD is defensible, justified by evidence and credible to withstand scrutiny at an Examination and should be submitted to the Secretary of State.
- 8.2 There is no doubt that a range of views and concern have been expressed about the release of Green Belt land for development. These are valued and well understood. The DPD is informed by robust evidence and includes key requirements to minimise the adverse impacts of developing the sites and ensuring that the overall integrity and purposes of the Green Belt are not significantly undermined.
- 8.3 The report seeks authority to submit the DPD, its supporting documents and the other Submission Documents to the Secretary of State for Examination. Whilst this is a significant stage in the preparation of the DPD, there is still a significant amount of work to defend the DPD at the Independent Examination against a range of objections, in particular, objections from development interests who are requesting the Council to identify more land, including land in the Green Belt to meet its objectively assessed housing need rather than the 292

Site Allocations Development Plan Document

dwellings per year requirement. It is requested that delegated authority be given to the Deputy Chief Executive to ensure the preparation and participation of the Council at the Examination. At this stage, Officers are satisfied to the best of their knowledge that the documents listed to be submitted to the Secretary of State meets all the expected requirements.

REPORT ENDS

COUNCIL – 25 JULY 2019

ELECTION REVIEW 2019

Executive Summary

On 2 May 2019, Woking took part in the second set of pilots to trial voter ID in polling stations. All electors who voted in the elections were required to bring one of a specified list of photographic ID.

Woking's experiences from 2018 were used to amend the pilot process, particularly the list of ID to be presented at the polling station, as well as the process for applying for a local elector card.

The attached report at Annex 1 sets out the work undertaken as part of the preparations for the elections. The Elections and Electoral Registration Review Panel considered the report at their meeting on 4 July and a copy of the minutes is attached at Annex 2.

Extensive publicity was given to the pilot, as well as working with local community groups to ensure all sections of the community were aware of the requirements for the pilot. This communications work was expanded following feedback from 2018.

As in 2018, the electorate's response to the pilot was very positive, with over 99% of voters bring the correct ID the first time when they attended the polling stations. The percentage of electors not bringing correct ID and not returning halved compared to 2018, which was a welcome improvement.

Going forward, the Cabinet Office and Electoral Commission are reviewing the outcomes of all the pilots carried out, and it is expected that recommendations will be made later in the summer for future implementation nationally.

Three weeks following the Borough Elections, the European Parliamentary elections were held across the UK. Annex 3 details the work carried out to prepare and run these elections, which were confirmed as taking place on 7 May 2019.

Recommendations

The Council is requested to:

RESOLVE That the outcome of the 2019 voter ID pilot be noted.

The Council has the authority to determine the recommendation set out above.
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Background Papers: None.

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Date Published: 17 July 2019

Voter ID Pilot Review

2 May 2019

1.0 Background

- 1.1 The Government's manifesto in 2017 committed to introducing identification in polling stations, following the publication of Baron Pickles' review of electoral fraud in the UK.
- 1.2 In 2018, the Council participated in the first set of pilots to trial ID in polling stations. Following the success of the trial, where 99.73% of electors provided the correct form of ID, the Council agreed, at its meeting in July 2018, to offer to participate in any future pilots.
- 1.3 The Electoral Services Manager met with the Minister on 16 July at an Association of Electoral Administrators event to report on the experiences of the pilot in May 2018. Meeting with the Minister was very useful to emphasise the non-electoral benefits of introducing the Local Electoral Cards in Woking.
- 1.4 Following the publication of the Electoral Commission and Cabinet Office's formal evaluations of the 2018 pilots, the Cabinet Office announced that pilots would be held in May 2019, to collect further evidence about the best way to implement voter ID nationally. The Cabinet Office offered all local authorities in Great Britain the opportunity to pilot voter identification in their May 2019 local elections.
- 1.5 The Cabinet Office, working with the Electoral Commission and (AEA), developed pilot models for May 2019. To assist with the evaluation after the elections, each pilot model was applied consistently to each authority using that specific model.
- 1.6 Ten authorities were involved in the pilots, and their pilot scheme is set out below:

Authority	Pilot Model
Braintree District Council	Mixed (Photographic and Non-Photographic)
Broxtowe Borough Council	Mixed
Craven District Council	Mixed
Derby City Council	Mixed
Mid Sussex District Council	Poll Card
North Kesteven District Council	Mixed
North West Leicestershire District Council	Poll Card
Pendle Borough Council	Photo ID only
Watford Borough Council	Poll Card
Woking Borough Council	Photo ID only

- 1.7 Officers worked with the Cabinet Office to revise the list of photographic ID to be trailed in the polling stations, based on the experiences in Woking in May 2018.
- 1.8 The revised list of ID to be accepted in the polling stations was:
 - Passport – UK and Crown Dependency, EU and Commonwealth
 - Photo Driving Licence - UK and Crown Dependency, EU
 - EEA Photographic Identity Card
 - UK Biometric Residence Permit

- Concessionary Pass funded by HM Government (e.g. Surrey Senior Bus Pass, Disabled People's Bus Pass)
- Oyster 60+ Card
- PASS card
- MOD ID Card
- Blue Badge Holder Photocard
- Northern Ireland Electoral Identity Card
- Local Elector Card

1.9 The ID required and the processes for administering the pilot in the polling station were set out in the Woking Borough Council (Identification in Polling Stations) Pilot Order 2019. The Order was drafted in consultation with Officers and the Electoral Commission, and the final Order was signed by the Minister for the Constitution on 26 February 2019, which enabled the pilot to run on 2 May 2019.

2.0 Planning and Engagement

2.1 Officers worked closely with the Cabinet Office (CO) and the Electoral Commission (EC) to finalise the arrangements for the pilot.

2.2 Officers attended meetings with the Cabinet Office on a regular basis from November 2018 to February 2019, to scrutinise the proposals and detailed plans for the pilot. Additionally, fortnightly telephone conference calls were held to discuss the communications plans, which were held every week in the run up to polling day.

2.3 On Monday, 4 February 2019 the Electoral Services Manager and the Electoral Services Officer also met with the Minister for the Constitution to discuss the preparations for the ID pilots at the AEA annual conference.

2.4 As in 2018, several plans were put in place, to ensure different elements of the pilot could be monitored. The project plan, the integrity plan and risk register for the election was strengthened to reflect the additional risks associated with the pilot, particularly with regard to the Local Elector Cards, and communicating the correct ID that electors were required to bring.

2.5 Officers revised the Equalities Impact Assessment (EIA) for the pilot, identifying groups who could be affected by the ID pilot and what action should be taken to minimise the impact on electors in these groups. A copy of the final EIA is set out at Appendix 1. The EIA was circulated to the Cabinet Office, who shared it with the Human Rights and Equalities Commission, who provided valuable feedback to strengthen the EIA.

2.6 On 15 February 2019, Officers attended a panel interview at the Cabinet Office. The aim of this exercise was to assure all involved in the delivery of the pilot of the quality of Officer's preparations, as well as challenging the plans to highlight further risks and mitigations. The panel's main focus was to review key elements of the pilot plans: the Equalities Impact Assessment, the pilot risk assessment, staff training plan and media strategy. This interview went very well, and the Panel commended the work Officers had undertaken for the EIA.

3.0 Judicial Review

3.1 On 5 December 2018, the Council was advised of an intended Judicial Review against the Cabinet Office. The claimant intended to challenge the proposal by the Cabinet Office to run voter identification pilot schemes during the May 2019 elections, alleging that the pilot schemes were ultra vires.

- 3.2 Throughout the planning process, Officers planned for the contingency that the pilot could be cancelled if the JR was successful. The main focus of the contingency plans related to communicating to electors that ID would not be required.
- 3.3 Contingency poll cards were prepared, to ensure that in the event of the Judicial Review being successful that the poll card issue would not be delayed. Any additional costs related to the contingency planning were covered by the Cabinet Office.
- 3.4 Notification was received on 20 March that the claimant had been unsuccessful.

4.0 ID Checking Process

- 4.1 The provision of photo ID applied to all electors voting in person at the polling station, both electors and proxies. In the case of proxies, they would be required to bring their own ID, not ID for the voter on whose behalf the proxy was voting.
- 4.2 The process to be followed in the polling station was the same as in 2018. The stages to be followed are set out below:
 - 1. Electors hand over their ID to polling station staff; *[the ID is not checked at this stage]*
 - 2. Electors confirm their name and address *[this is normal practice in the polling station; even where electors bring their poll card, they are still required to state their name and address]*
 - 3. Staff check the register and confirm that the elector is eligible to be issued with a ballot paper
 - 4. Elector's ID is checked to verify their identity.
 - 5. Staff issue the ballot paper to the elector, marking the register, the data collection form and the Corresponding Numbers List with the elector's elector number.
- 4.3 The checking of the ID after confirmation of the elector's name and address was planned as an extra measure against personation, as the elector would not be able to read out the details of the elector on the ID provided.
- 4.4 Where there were queries regarding the ID provided, poll clerks were instructed to refer the elector to the Presiding Officer (PO), who would discuss the situation with the elector and decide whether a ballot paper could be issued.
- 4.5 As in 2018, out of date/expired documents could be used, as long as the photo on the ID was still of a good likeness. However, digital images would not be accepted; the original document had to be produced in the polling station.
- 4.6 Where electors forgot to bring their ID, or brought incorrect ID, this would be recorded in the polling station. Electors would be able to return later in the day with the correct ID; they would not be prohibited from re-entering the polling station. In such instances, electors were given a card setting out the permitted forms ID, to ensure they returned with the correct form of ID.
- 4.7 Screens were issued to all polling places to ensure all there was provision for electors who required to have their ID checked in private.

- 4.8 The list of acceptable IDs was varied and examples were given to polling station staff at training and in the polling station. Staff were advised to work on a 'face-value' approach to unfamiliar documents (e.g. passports from commonwealth countries) and, unless there were clear suspicions of a document being fraudulent, to accept the document.
- 4.9 Where poll clerks referred queries to the PO, POs were instructed to be 'reasonable' in their dealings with electors whose ID had been queried. Where there was a name discrepancy, POs were advised to discuss the discrepancy with the elector to determine the reason for the difference. In such situations, the POs were advised that they had to be satisfied with the explanation before issuing a ballot paper.
- 4.10 Guidance for staff was circulated giving suggestions on what action to take in a variety of circumstances, depending on the type of query. In some cases, for example, where electors had changed their name, perhaps due to marriage, electors were able to provide additional ID, e.g. bank cards/marriage certificate, if they so wished. Whilst not on the official list of ID, these other forms of ID could be used to confirm the veracity of the elector's explanation. There was no requirement to ask for additional, supporting evidence, nor could electors be forced to provide it, but if the elector offered it, this could be used.
- 4.11 POs were also able to contact Electoral Services, to check the details against the Electoral Register, which has name change details and other records which POs, do not have access to in the polling station.
- 4.12 The process for ballot refusal forms was clarified so that these were only to be issued in the following circumstances: where an elector was using obviously fake ID and where an elector was using genuine ID, but that the PO was suspicious that the person was attempting personation.

5.0 Data Collection

- 5.1 As part of the evaluation of the pilot, staff at polling stations recorded what forms of ID were presented at polling stations. Staff were required to mark when the elector had been issued with a ballot paper, as normal, and also mark what type of ID was provided. To track the journey of an elector bringing ID, staff were also required to mark where an elector brought no ID or incorrect ID, to trace how many of these electors later returned with the correct ID.
- 5.2 The data collection form took the same format as in 2018, and was incorporated with the electoral register used in the polling station. Next to the register details, a grid was printed to mark the ID provided by each elector. This grid was separated from the register after close of polls as this would not form part of the official Marked Register.
- 5.3 After the election, the ID data from the polling stations was collated. Despite emphasis at the training session, unfortunately there were 113 instances of recording errors on the data collection forms.

6.0 Local Elector Card

- 6.1 Continuing the provisions from the 2018 pilot, where electors did not have one form of the specified ID, they would be able to obtain a Local Elector Card (LEC) from the Returning Officer. This would be locally produced photographic ID, which the elector would have to show at the polling station.

- 6.2 To obtain a LEC, electors completed an application form and provided a witnessed photo and copies of supporting documents. Where an elector did not have any supporting documents to accompany the LEC application, an attestation could be completed by another registered elector
- 6.3 The requirements for LEC were reviewed in November 2018, which took into consideration the experiences of all pilots in 2018. The requirements for witnessing the applicant's picture, the list of documents to be provided to support the application and the requirements for attesting an application were all reviewed.
- 6.4 The list of supporting documents was expanded, with a view to making the application process more accessible. Also the eligibility for witnesses and attesters was revised so that any registered elector could do either, rather than being restricted to living in Woking.
- 6.5 Following feedback from the 2018 pilot, the LEC application form was revised and simplified to assist electors. Hard copies were available for electors to be sent/collect from the Civic Offices and also a fillable pdf version was available online.
- 6.6 An e-form was developed to enable electors to apply online and upload all necessary supporting documents. An automated email was sent to the applicant's nominated witness to confirm the elector's identity, which linked back to the original application.
- 6.7 The form for an attester was online, however attesters were directed to print out the form, as a signature was required for this part of the process.
- 6.8 Hard copies of photos were not required and the Electoral Services team were able to take photos of electors if requested at the Civic Offices. In such cases, hard copies were given to the electors to be witnessed, and the digital image used to create the LEC once the completed application had been received. Photos were also taken at the roadshows in the Borough, and copies sent to the electors for witnessing.
- 6.9 LEC application forms were offered and supplied to political parties, to pass on to electors they identified when canvassing who informed canvassers that they did not have any of the required ID. These were made available following the Candidates and Agents briefing in March 2019. Candidates and Agents were also asked to pass details of electors who required additional assistance to obtain a LEC to Electoral Services so that this could be followed up prior to the election.
- 6.10 The deadline for applications for LEC was 5pm, Wednesday, 1 May 2019. Although contingency arrangements were in place for a surge in late applications, no applications were received on 1 May.
- 6.11 In total, 27 local elector cards were issued for the election, including one for a registered postal voter.
- 6.12 Of the 27 LECs issued, fifteen applications were supported with an attestation, as the elector did not have the necessary supporting documents. The remaining applications were submitted with the required supporting documents. All applications were accompanied with a suitable witnessed photograph.

6.13 The timescales for the applications is set out below.

Week No.	Date	LECs issued		No. of LECs applications declined
		No.	%	
1	4 February 2019	0	0	0
2	11 February 2019	0	0	0
3	18 February 2019	0	0	0
4	25 February 2019	0	0	0
5	4 March 2019	0	0	0
6	11 March 2019	5	18.5	0
7	18 March 2019	2	7.4	0
8	25 March 2019	1	3.7	0
9	1 April 2019	11	40.7	0
10	8 April 2019	2	7.4	0
11	15 April 2019	0	0	0
12	22 April 2019	2	7.4	0
13	30 April 2019	4	14.8	0
TOTAL		27		0

6.14 The applications were received from electors across the Borough. A breakdown of the ward issue numbers is set out below:

Ward	LECs Issued	
	No.	%
Byfleet and West Byfleet	2	7.41
Canalside	4	14.81
Goldsworth Park	1	3.70
Heathlands	0	0
Hoe Valley	7	25.93
Horsell	2	7.41
Knaphill	3	11.11
Mount Hermon	7	25.93
Pyrford	0	0
St John's	1	3.70
Total	27	

6.15 It can be seen that as LECs were issued from March when electors were prompted from the elections leaflet issued to arrange their ID. The increase in issue around 11 April can be attributed to the success of the promotional work carried out with the York Road Project.

6.16 Having worked successfully with the York Road Project in 2018, Officers returned on 25 March to register eight new electors and arrange LECs for these electors. The session was advertised by the York Road Project as an opportunity to get photo ID which would support opening bank accounts, assessing housing and improving their credit score. This continues to be a beneficial outcome of the Local Elector Cards, to help vulnerable people in the Borough.

6.17 All electors who had been issued with a LEC in 2018 were contacted in March 2019, confirming that they would be able to use their LEC in the polling station on 2 May. Of the 63 electors who were issued with cards in 2018, 52 were still eligible to vote in May 2019. Therefore the total number of valid LECs in circulation for the election was 79.

7.0 Media Strategy and Public Engagement

- 7.1 Officers from the Marketing Communications team and Electoral Services worked closely with the Cabinet Office Communications Team to develop the media strategy and communications plan for the ID pilot. Whilst some elements were consistent across all areas taking part in the pilot, each strategy was tailored to meet local requirements.
- 7.2 The campaign followed a similar format to that of 2018, although the main campaign started in March 2019, rather than February. The overarching strategy for the media campaign was to remind electors to bring the relevant ID and raise awareness of the Local Elector Card, to ensure the number of electors not able to vote was kept to a minimum.
- 7.3 The EIA was used to inform the objectives for the media strategy and communications plan, to ensure the messages could be adapted to meet the requirements of identified target groups.
- 7.4 Additional work was carried out this year to target electors with potentially lower literacy levels. Local recruitment agencies were contacted to share information and local businesses were contacted through Woking Works and the Federation of Small Businesses.
- 7.5 A copy of the final evaluation of the media campaign is attached at Appendix 2. Set out below are details of key elements of the campaign to promote the ID pilot.

Elections Leaflet

- 7.6 All electors and all properties with no registered electors were sent an information leaflet about the pilots in March 2019. There was a delay to the publication of the leaflet, as the final Pilot order was not signed until 26 February 2019, so no details of the scheme could be published prior to this date.
- 7.7 In addition to general information about the election (e.g. key dates for the election, the role of Woking Borough Council, who is eligible to vote, how to vote and electoral offences), the leaflet set out specific information relating the pilot (what ID is required (changed from 2018); how to apply for a local elector card and ID pilot contact details

Roadshows

- 7.8 Four roadshows were held across the Borough in March and April at two supermarkets (Goldsworth Park Waitrose and Asda in Sheerwater) and a stand in Woking Town Centre and in Woking Park. These roadshows were promoted as an opportunity for electors to finalise their ID and find out more about the local elector card.
- 7.9 Officers also attended the Shah Jahan Mosque one Friday lunchtime to pass on information to attendees after prayers.
- 7.10 Officers attended Woking College and St John the Baptist Sixth Form to promote the pilot among students and staff.
- 7.11 Officers also attended Citizens Advice and the WBC/SCC Supported Living Accommodation meeting, to brief officers about the pilot, focussing on support for the Local Elector Card.

Electoral Registration Communications

- 7.12 Information about the pilot was included on all registration confirmation letters. This would ensure anyone registering after the initial leaflet mail-out, and prior to the poll cards being issued, would get the information individually. This would also increase the time available for the elector to arrange their ID for polling day.

Sky AdSmart Campaign/Eagle Ad Messenger

- 7.13 Using Sky AdSmart, residents in the Borough were targeted with the digital video in advert breaks during programmes.
- 7.14 Additionally, using Eagle Ad Messenger, electors within Woking were targeted with digital messaging through websites accessed via websites.

Social Media

- 7.15 Advertising via social media raised awareness and gave Officers the opportunity to answer elector questions in a forum-style discussion, or debunk myths and misinformation when it arose.

8.0 Election Staff

- 8.1 With the Returning Officer on sick leave, the Deputy Chief Executive, was appointed as Deputy Returning Officer to oversee the election. Three additional DROs were appointed with full powers whose main roles were to adjudicate on returned postal vote statements, inspect polling stations and oversee individual count teams. Additionally, the Electoral Services Manager was appointed a DRO specifically for the nomination process and the Democratic Services Manager was appointed a DRO for the postal vote opening process and the count.
- 8.2 The election was managed by the Electoral Services Manager (ESM), with support from two Electoral Services Officers and one Electoral Services Assistant.
- 8.3 The issue and opening of postal votes was managed by the Democratic Services Manager, supported by the Democratic Services team.
- 8.4 Based on the experiences of 2018, the staffing levels at polling stations were kept within the guidelines issued by the Electoral Commission. No additional staff were put in place.
- 8.5 With the possibility for checking ID in private, all polling station teams were mixed, to ensure that a female member of staff was available for checks if required.
- 8.6 Staff were notified that, when accepting an offer of employment to work in a polling station they were consenting to work during the hours of poll without a rest break and in excess of the maximum working hours provided by the Working Time Directive.
- 8.7 The Electoral Commission provided questionnaires for all polling station staff to complete after 7pm on polling day, to contribute to the evaluation of the pilot.

9.0 Staff Training

- 9.1 All polling station staff were required to attend a two hour training session to cover the requirements for polling day. The training sessions were split into two one-hour long sessions. All staff were trained together, rather than the historic split between Presiding

Officers and Poll Clerks. Training all staff together ensured that there would be extra resilience in the teams, particularly if a Poll Clerk had to take on Presiding Officer duties unexpectedly.

9.2 A breakdown of the session topics is set out below:

Session 1 – Electoral Services Manager	Session 2 – Electoral Services Officer
<ul style="list-style-type: none"> • Pre-election day checks • Setting up the polling station (with reference to set up and use of private ID checking area; posters (with examples)) • Who can attend the polling station • Accessibility • Special Voting Procedures – proxy voters, assisted electors, spoilt ballot papers • Documentation • Who is eligible to vote? • Marking the CNL • Issuing the Ballot Papers • Postal Votes • Close of Poll Arrangements 	<ul style="list-style-type: none"> • Elector journey in the polling station • What ID is going to be accepted (examples of the different types; requirement for original document; expired/out of date ID) • Checking the ID (face value, in private on request) • How to record the ID on the register • ID scenarios

9.3 Training sessions were held on 12, 14, 18 and 21 March and 11 April 2019. Training sessions were mandatory and all staff working in the polling station had to attend one of the sessions.

9.4 All staff were issued with a handbook for the elections. This was amended by Officers locally from the Electoral Commission handbook usually issued for elections, to take account of the pilot requirements and circulated this to all polling station staff.

9.5 A final briefing was held on Monday, 29 April 2019. The ESM repeated the key messages for election day, and the Deputy Returning Officer emphasised the need for consistency on polling day: checking all electors for ID, being reasonable in their approach to electors and accurately marking the data collection form.

9.6 Count supervisors were briefed on the processes to be followed prior to the start of the count.

9.7 Overall, staff reported that the training that they received regarding the ID requirements and the process to be followed in the polling station was good and prepared them for polling day.

10.0 Engagement with Surrey Police

10.1 Officers worked with Surrey Police in the lead up to the election to ensure the necessary support was available in the lead up to the election and specifically on polling day itself.

10.2 The work with Surrey Police had two components; working with the Single Point of Contact (SPOC) in the Economic Crime Unit if any allegations of electoral fraud were received and working with the Neighbourhood Team to respond to local issues on polling day. Based on experiences in 2018, there was a risk of disorder at polling stations being caused by electors who disagreed with the pilot.

10.3 There was very positive engagement with the Neighbourhood Team and the SPOC team, Arrangements were in place on polling day which ensured the ESM had direct numbers to the Neighbourhood Team in case of issues at polling stations.

11.0 Nominations and Candidates

Candidates and Agents' Briefing

11.1 The briefing for Candidates and Agents was given by the Deputy Chief Executive in his capacity as Deputy Returning Officer and the Electoral Services Manager on Monday, 11 March 2019. All candidates, agents and campaigners were invited to the briefing, and the briefing was well attended.

11.2 The presentation outlined:

ID pilot

- the ID required in polling stations
- how to get a Local Elector Card
- the process to be followed in the polling station
- how candidates and their supporters can help

Election Preparations

- the election timetable
- the nomination process
- the conduct expected of candidates and supporters, including the Memorandum of Understanding
- electoral offences
- electoral expenses

11.3 Examples of the publicity materials, as well as Local Elector Card application forms, were also available at the briefing.

Nominations

11.4 The deadline for nominations for the elections was 4pm on Friday, 3 April 2019. All nominations were received before the 4pm deadline, and all were deemed to be valid nominations.

Election Expenses

11.5 The deadline for the return of candidates' expenses was Friday, 6 June 2019. The completed expenses returns have been filed with the Returning Officer and will be stored securely at the Civic Offices for two years.

12.0 Poll Cards

12.1 Poll cards are a key element of the election, to notify electors of the forthcoming election. The poll cards for polling station electors and any appointed proxies were kept as A4 size to ensure all the required working was included on the cards. The poll cards for postal voters and proxy postal voters were kept at A5 size as they were not affected by the pilot.

12.2 The A4 poll cards were sent out in covering envelopes printed with 'DO NOT IGNORE THIS ENVELOPE: POLL CARD ENCLOSED' and also included the Voter ID thumbnail logo, to reduce the risk of the envelope being ignored.

12.3 Poll cards were issued to all electors in Woking on 26 March 2019, when the Notice of Election was published, in order to give sufficient time for electors to change their voting

arrangements if they so wished. Maps of the polling places were printed on the cards, as in previous years, to assist electors who were unfamiliar with their designated polling place. No problems were reported regarding the issue of poll cards.

13.0 Postal Votes

Issue of Postal Vote Packs

- 13.1 13,256 postal votes were issued overall for the Borough election. It can be seen that this is a lower number than in recent years.

Year	No. Of Postal Votes Issued
2016	12,236
2017	13,339
2018	13,339
2019	13,256

- 13.2 The first set of postal votes were issued on Thursday, 11 and Friday, 12 April 2019. Additional sets of postal votes were issued on 16 and 23 April 2019. These were for electors who registered to vote on 12 April (registration deadline) and those who applied for a postal vote on 15 April (postal vote deadline).
- 13.3 Where any postal votes were cancelled by the 11 April, these postal ballot packs were removed and destroyed.
- 13.4 The table below sets out the number of postal votes issued for each ward.

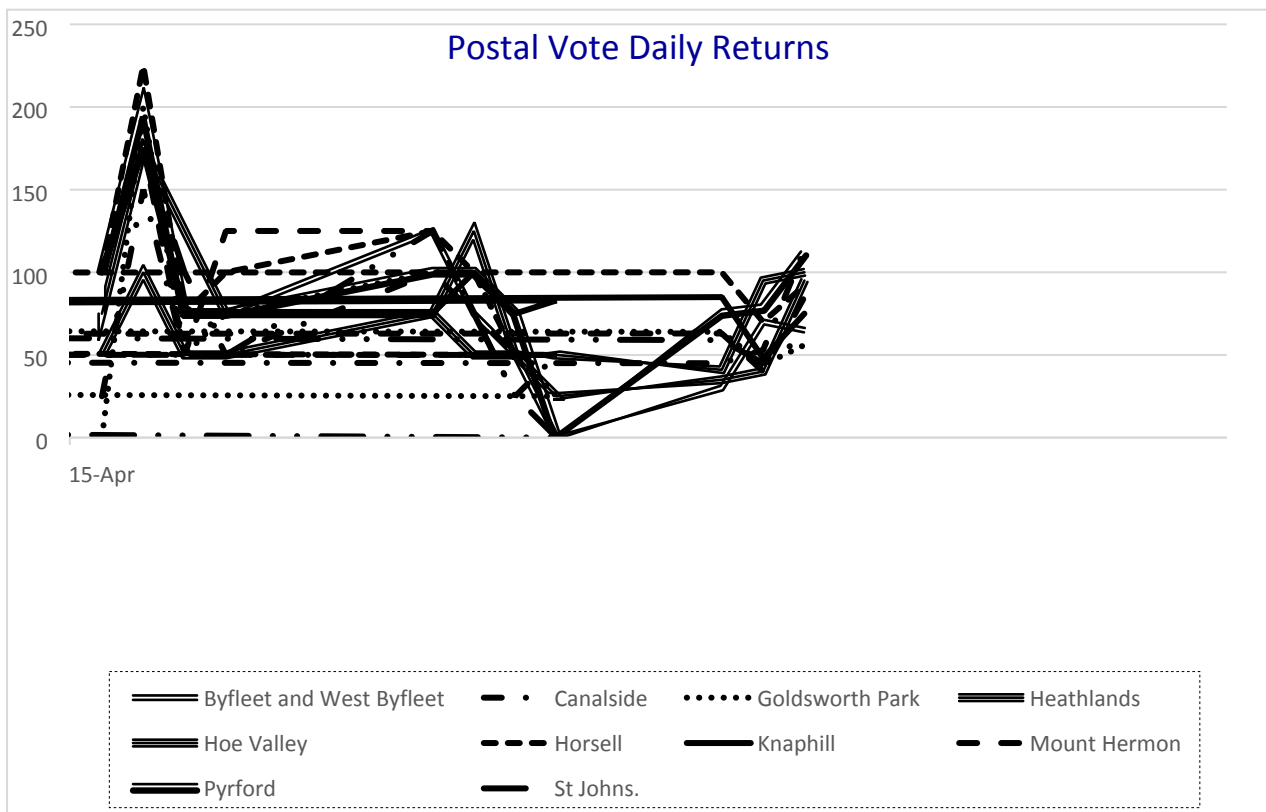
Ward	Total
Byfleet and West Byfleet	1,388
Canalside	1,135
Goldsworth Park	1,132
Heathlands	1,486
Hoe Valley	967
Horsell	1,587
Knaphill	1,398
Mount Hermon	1,366
Pyrford	1,577
St John's	1,220
Total	13,256

- 13.5 In total, 21 replacement ballot paper packs were issued, in cases where the elector advised that they had spoilt their ballot papers, lost their postal ballot papers, or had not received them. In such circumstances, the original postal vote ballot paper was cancelled and new postal vote pack issued.

Postal Vote Returns

- 13.6 To be included in the election, postal votes had to be returned by 10pm on 2 May. On arrival at the Civic Offices, returned postal votes are stored by ward, and are sorted in to bundles of 25. The table and graph below sets out the returns distribution by date.

Date	Byfleet and West Byfleet	Canalside	Goldsworth Park	Heathlands	Hoe Valley	Horsell	Knaphill	Mount Hermon	Pyrford	St Johns.
15/04	101	25	0	75	50	100	100	100	100	100
16/04	175	150	200	175	100	225	175	175	200	175
17/04	75	50	50	125	50	75	75	50	75	100
18/04	75	50	75	75	50	100	75	125	75	50
23/04	125	100	100	75	75	125	75	125	100	125
24/04	75	75	100	125	50	100	100	75	100	75
25/04	50	25	50	50	50	50	75	50	75	25
26/04/	0	50	25	50	25	50	83	50	0	0
29/04	113	60	80	83	25	95	0	54	102	113
30/04	30	45	64	41	35	100	85	63	75	60
01/05	70	53	44	95	40	70	48	40	78	45
02/05	65	114	56	100	95	92	75	85	111	61
TOTAL	954	797	844	1,069	645	1,182	966	992	1091	929



13.7 It can be seen that after the spike in postal votes returned after the initial issue, there was a steady rate of return in the week before the election. During election week, there was an increase in returns until polling day.

Opening of Postal Votes

- 13.8 Opening sessions started on Tuesday, 23 April 2019. The opening sessions were held in the Kemp Room at HG Wells Conference and Events Centre, managed by the Democratic Services team. As in previous years, the DROs adjudicated the postal vote scanning. Agents were advised in advance of the dates of the opening sessions.
- 13.9 In total 11 opening sessions were held. The final opening session was held from 5.00 pm on the evening of the election. The evening session dealt with those postal votes received in the post on the day of the election, those handed in at either the Civic Offices or polling stations and those returned by the Post Office through the final sweep.
- 13.10 Two collections of postal votes from polling stations were arranged during the election day to minimise the number of postal votes to be opened after the close of polls. The post box at the Civic Offices was checked at 10.00 pm and a final 'sweep' was undertaken by the Royal Mail at their delivery office, which resulted in a further 48 postal votes being received.
- 13.11 In total, 854 postal votes were received on polling day which were processed and verified by 12.00am.
- 13.12 Two candidates and their supporters attended postal vote opening sessions and observed the opening process, including the verification and adjudication of electors' postal vote statements.

Postal Votes – Returns Analysis

- 13.13 Set out below is a summary of the returned postal vote envelopes returned. The overall return rate for the Borough was 71.6%.

Ward	Total
Byfleet and West Byfleet	954
Canalside	797
Goldsworth Park	844
Heathlands	1,069
Hoe Valley	645
Horsell	1,182
Knaphill	966
Mount Hermon	992
Pyrford	1,091
St John's	929
Total	9,468

Initial Verification of Returns

- 13.14 Postal votes are opened and the contents checked prior to the checking of the postal vote statement. At this stage, a postal vote can be rejected for the following reasons:
- Ballot Papers Numbers do not match – ballot papers cannot be accepted where the number on the ballot paper envelope does not match the number on the postal vote statement.

- Ballot Paper Envelope missing.
- Postal Vote Statement was absent.

13.15 The number of statements rejected at this stage was:

Ward	Total Envelopes Received	Total Statements Rejected/Absent	Total Sent to Scanner
Byfleet and West Byfleet	954	21	933
Canalside	797	16	781
Goldsworth Park	844	13	831
Heathlands	1,069	19	1,050
Hoe Valley	645	18	627
Horsell	1,182	16	1,166
Knaphill	966	11	955
Mount Hermon	992	13	979
Pyrford	1,091	15	1,076
St John's	928	8	920
Borough Total	9,468	150	9,318

Verification of Postal Vote Statements

13.16 After the initial checks, postal vote statements are verified, to ensure the signature and date of birth provided on the statement matches those on the original postal vote application.

13.17 The reasons for rejecting a postal vote at this stage are:

- Date of Birth Rejected – either the date of birth has not been entered on the postal vote statement, or it does not match the date of birth provided on the postal vote application.
- Signature Rejected – either the signature has not been entered on the postal vote statement, or it does not match the signature provided on the postal vote application.
- Signature and Date of Birth Rejected - either the voter did not complete the postal vote statement or both the signature and date of birth provided on the postal vote statement did not match the signature and date of birth provided on the postal vote application.

13.18 The table below sets out the rejection rates at the scanner for the postal vote statements:

Ward	Valid	Rejected		Rejected		
		No.	%	DOB & Sig	DOB	Sig
Byfleet and West Byfleet	913	20	2.14	4	4	12
Canalside	750	31	3.97	4	4	23
Goldsworth Park	817	14	1.68	0	5	9
Heathlands	1,037	13	1.24	0	6	7
Hoe Valley	618	9	1.44	0	1	8
Horsell	1,144	22	1.89	1	6	15
Knaphill	932	23	2.41	8	3	12
Mount Hermon	963	16	1.64	0	3	13
Pyrford	1,057	19	1.77	2	8	9
St John's	900	20	2.17	1	1	18
Borough Total	9,131	187	2.01	20	41	126

13.19 The rejection rate for postal vote statements at the scanner was 2.01%. This compares to 1.44% in 2018 and 1.45% in 2019.

Post - Scanning Checks

13.20 Following the scanning of the postal vote statements, the contents of the ballot paper envelope are checked. A postal vote can be rejected at this stage for the following reasons:

- Ballot Papers Numbers do not match – ballot papers cannot be accepted where the number on the ballot paper does not match the number on the ballot paper envelope.
- Ballot Papers were absent

13.21 The number of postal votes rejected at this stage is set out below:

Ward	Total accepted at the scanner	Rejected at post scanning stage	Total Postal votes accepted
Byfleet and West Byfleet	913	1	912
Canalside	750	0	750
Goldsworth Park	817	0	817
Heathlands	1,037	0	1,037
Hoe Valley	618	2	616
Horsell	1,144	0	1,144
Knaphill	932	0	932
Mount Hermon	963	0	963
Pyrford	1,057	1	1,056
St John's	900	3	897
Borough Total	9,131	7	9,124

13.22 The overall rejection rates are set out below:

Ward	Postal Votes Accepted	Postal Votes Rejected	% of Postal Votes rejected
Byfleet and West Byfleet	912	42	4.40
Canalside	750	47	5.89
Goldsworth Park	817	27	3.19
Heathlands	1,037	32	2.99
Hoe Valley	616	29	4.49
Horsell	1,144	38	3.21
Knaphill	932	34	3.51
Mount Hermon	963	29	2.92
Pyrford	1,056	35	3.20
St John's	897	31	3.34
Borough Total	9,124	344	3.63

13.23 The overall rejection rate at 3.63. This compares to 3.27 in 2018 and 3.79% in 2017.

13.24 Any errors relating to personal identifiers were recorded at the scanners. Where electors needed to update their identifier, they were contacted following the election. Any clerical errors were also corrected.

14.0 Polling Stations

- 14.1 43 polling stations were used for the elections in 29 venues.
- 14.2 All polling equipment, including the privacy screens were delivered prior to polling day and Presiding Officers were asked to record any issues that occurred or were reported on polling day in a log book. This included possible errors on the register, visits from Police Officers and cases where electors were marked as an absent voter and claimed not to have asked for a postal vote. This information has been analysed and, where appropriate, electors have been contacted.
- 14.3 Additional vinyl signs were provided to all polling stations to be put up out the polling stations reminding electors to bring their ID. Fliers were also available in the polling stations to be given to electors who brought the wrong or no ID. Translations in eight languages were also provided: Bengali, Hungarian, Italian, Polish, Portuguese, Romanian, Spanish and Urdu. A large print copy of the details was also available.
- 14.4 Polling stations were also issued with a hard copy of the final pilot Order, for instances where electors queried the validity of the pilot.

Trinity Methodist Church

- 14.5 There was a printing issue with the register for polling station 26, which resulted in seven streets being omitted. The elections team was notified by the Presiding Officer of the problem at 7.09am, and the missing pages were in place by 7.25am. Three electors were affected by this issue, two who of whom were verified over the phone and were issued with a ballot paper, and one elector who was not able to wait and subsequently did not vote.
- 14.6 Following queries raised on social media, the Deputy Returning Officer issued a press release confirming what action had been taken to rectify the problem. All polling stations were contacted immediately to verify that this was an isolated incident and the Electoral Commission was kept informed of all action taken to rectify the error.
- 14.7 The Electoral Services Manager spoke to the affected elector at 3pm, who was advised that the polling station would be open until 10pm that evening, should they wish to return to cast their vote. Unfortunately there were no other legal options available to assist the elector to cast their vote. The elector confirmed that they had a prior engagement and therefore would not be able to return to Woking to vote.
- 14.8 As a result of this issue, the checking procedures for the printing of register have been revised, and additional guidance has been created for Presiding Officers for checking their paperwork prior to election day.

Brookwood Memorial Hall

- 14.9 The Presiding Officer reported that there was a power cut at Brookwood Memorial Hall in the early afternoon, which was affecting the Brookwood area. Arrangements were put in place to install a generator, however power was restored with no adverse impact on polling.

Al-Asr Education and Community Centre

- 14.10 An elector tripped over the ledge of doors being used as the exit for the polling station. The elector was not injured, however, high visibility warning tape was put in place with

notices warning of the step. This exit will be assessed and a temporary ramp purchased for future elections to resolve this issue.

Oaktree Infant School

- 14.11 Oaktree Infant School is the designated polling place for the St John's West polling district. Following the Parliamentary Polling District and Polling Place Review which was carried out in autumn 2018, and reported to Council in December 2018, Officers undertook to develop proposals in 2019 for permanent community facilities in the area, which would remove the need to use the school as the polling place for the area.
- 14.12 During the review, Officers investigated the option of the use of temporary cabins, alternative sites in the area, as well as revising the polling district arrangements so that electors in the area vote at the St John's Memorial Hall on St John's Lye. This final proposal was considered unreasonable for electors living in the Hermitage estate, many of whom may find it difficult to travel further to the polling place.
- 14.13 It has become apparent that developing such proposals will not be finalised in the short term, and alternative arrangements will not be in place for the local elections scheduled for May 2020. At recent elections, an arrangement has been in place with the school to use the front class room as the polling station, which enables the school to remain open on polling day. Whilst not ideal, this compromise is preferable to the school being required to close, and this arrangement will need to continue in 2020.
- 14.14 The Elections and Electoral Registration Review Panel were advised of this position at their meeting on 4 July and have been assured that Officers will be continuing to investigate alternative provision in the area.

Observers

- 14.15 Observers from the Electoral Commission and Cabinet Office attended all polling stations in Woking to observe proceedings.

15.0 ID Provision in the polling stations

- 15.1 As previously reported, the polling station staff recorded the form of ID provided by electors when marking the register. This information was then separated to form the marked registers for the polling station.

15.2 A full breakdown of the types of ID provided at the polling station is set out at Appendix 3.

Ward	Verification Total	ID Presented Total	Driving Licence	Passport	Concessionary Pass	EEA ID Card	Biometric Residence	Blue Badge Photo ID	Local Elector Card	Military Pass	PASS Card	Oyster 60+	NI Electoral ID Card
Byfleet and West Byfleet	1789	1771	1206	353	188	6	4	9	4	0	1	0	0
Canalside	2017	2010	1247	554	112	41	38	10	6	1	1	0	0
Goldsworth Park	1637	1623	1012	382	206	4	4	8	3	1	3	0	0
Heathlands	1754	1745	1155	418	135	7	8	14	5	1	1	1	0
Hoe Valley	1423	1420	936	333	109	18	5	8	5	6	0	0	0
Horsell	1978	1966	1289	472	186	6	3	6	2	1	1	0	0
Knaphill	1723	1706	1141	343	196	4	9	9	4	0	0	0	0
Mount Hermon	1839	1828	1222	465	106	5	21	3	6	0	0	0	0
Pyrford	1865	1859	1268	394	166	10	7	7	0	7	0	0	0
St John's	1815	1809	1155	416	207	12	9	8	2	0	0	0	0
Total	17840	17737	11631	4130	1611	113	108	82	37	17	7	1	0

15.3 It is clear that photo driving licences and passports were the most popular form of ID used in the polling station.

15.4 Unfortunately, there were 103 recording errors in the polling stations on the data collection, despite the need for accuracy being emphasised at staff training.

15.5 The details of the electors who provided incorrect ID or no ID is set out below:

Ward	Wrong ID - Returned with Correct	No ID - Returned with Correct	Wrong ID - No Return	No ID - No Return
Byfleet and West Byfleet	0	9	0	1
Canalside	0	19	2	7
Goldsworth Park	1	7	1	3
Heathlands	0	6	0	1
Hoe Valley	1	7	1	2
Horsell	1	5	1	0
Knaphill	1	0	0	0
Mount Hermon	1	3	0	0
Pyrford	1	0	1	0
St John's	1	2	0	2
Total	7	58	6	16

15.6 The table below sets out a comparison with 2018 for those electors who brought no or the wrong form of ID to the polling station.

	Wrong ID - Returned with Correct	No ID - Returned with Correct	Wrong ID - No Return	No ID - No Return	Total - Returns	Total - No Returns
2018	19	19	23	28	38	51
2019	7	58	6	16	65	22

15.7 Although the overall the number of people who brought no ID or the wrong ID reduced from 89 to 87, the number of people not returning to the polling station reduced significantly from 51 in 2018 to 22 in 2019.

15.8 No ballot refusal forms were completed for this election.

16.0 Verification and Count

16.1 All polling station documentation and ballot boxes were returned to HG Wells on Thursday, 2 May following the close of polls. These were stored in the Wells Room overnight with additional security guard presence.

16.2 The verification and count was held on Friday, 3 May 2019 at HG Wells Conference and Events Centre from 10am.

16.3 There were five count teams consisting of a count supervisor, an assistant count supervisor and twenty count assistants. Three Count teams were located in the Wells Room and two teams were located in the Kemp Room.

16.4 The counts in the Wells Room were completed and teams released by 2pm and the counts in the Kemp Room continued until 2.30pm.

16.5 During the count, security staff were in place at the entrances to the Wells Room and the Kemp Room. CCTV cameras were installed at HG Wells which covered the document sorting area, the counting areas and the entrances to the rooms.

16.6 Colour coded badges were issued to attendees, to differentiate between levels of security access for all those in attendance. The Candidates and their agents, together with a guest, were invited to attend the Count and all Borough Councillors were invited to attend as guests of the RO.

16.7 A live television feed to the Griffin Bar from the Count Hall was provided to accommodate any individuals not included on the invitation lists. BBC news coverage was also provided in the Griffin Bar.

Storage of Documents

16.8 All documents returned from polling stations and counted ballot papers were sorted into crates in the Wells Room and these were sealed and removed to a secure store on Friday, 3 May.

Media Coverage

16.9 Representatives of the local press attended the count. The Marketing Communications Manager co-ordinated the press activities before and during the count, to ensure that there

was a smooth supply of information. The results were made available on the website straightaway.

Turnout

16.10 The average turnout for the elections was 36.32%.

17.0 Costs

17.1 The costs for the pilot have been submitted to the Cabinet Office, which will be covering the additional costs incurred. A breakdown of the costs is set out below:

Staffing Costs

17.2 All polling station staff were paid an increased fee for training, as they were required to attend more training, and also the fee for the day was increased, to reflect the additional responsibilities in the polling station.

Role	Number	Normal fee per staff member (£)	Pilot fee per staff member	Additional cost of pilot
Presiding Officer fee	43	199.00	250.00	2,193.00
Poll clerk fee	93	119.00	150.00	2,883.00
Presiding Officer training	43	40.00	60.00	860.00
Poll clerk training	91	20.00	30.00	910.00
TOTAL				6,846

Poll Card Costs

17.3 As stated previously, the poll cards for polling station electors were printed on A4 paper, in colour, and were enveloped. Therefore there was additional printing and enveloping costs for the poll cards.

Item	Number	Additional Costs for Pilot (£)
Poll card printing	62,206	4,973.00
Poll Card Envelope and Fulfilment	62,206	4,998.00
Poll Card Postage	62,206	8,887.23
TOTAL		18,858.23

Polling Station Equipment Costs

17.4 Two ID card printers were purchased in 2018 for the generation of the Local Elector Cards. Two were purchased to ensure there was resilience within the card production process. 35 privacy screens were also purchased in 2018, to be placed at each polling place, with spares if required.

17.5 As such, there were minimal additional costs for equipment to support the pilot this year.

Publicity

17.6 The table below sets out the costs for the publicity for the pilot.

Item	Description/Content	Additional Cost of Pilot (£)
Household Leaflet	Leaflet distributed to every elector and household with no registered electors, to outline the details of the election and ID pilot in March 2019. This leaflet is usually sent to every household before each election.	14,191.20
Household Leaflet Postage		27,732.00
Council Tax Flier	A5 Flier included in Council Tax mailing, March 2019	552.00
Car Park Banner	Banner for Car Park in Woking	444.00
Digital Film Production	30 second film for social media and TV advertising	1,800.00
Floor Stickers	Floor Stickers promoting Voter ID for Various locations in Wolsey Place and Peacocks Shopping Centre	1953.05
Newspaper Advertising	Woking News and Mail, Surrey Advertiser content promoting ID	3,747.00
Round and About' Magazine advertising	Locally distributed magazine	1,260.00
Facebook Advertising	Reminder to bring ID post, video awareness campaign and survey distribution	769.42
Ad Messenger Campaign	Targeted message for local internet users	2,400.00
Sky Ad	Advertising via SkyBox for Woking residents	2,979.60
Radio Woking Advertising	Reminder to bring ID	276.00
Artwork Design	Artwork Design for additional items of publicity	1,491.00
Easy Read LEC Guidance	Easy Read guide to completing LEC applications	48.00
Translation Costs	Translation of key documents into 8 languages	360.00
Voter ID Posters/Fliers	A4, A3, Large print posters/fliers	1,509.29
Voter ID Promotional materials	T-shirts, pens and badges for roadshow, front line staff, Centres for the Community and political parties	1,309.50
Voter ID Business Cards	Promotional materials for roadshow, front line staff and political parties	624.00
Voter ID Pop-Up Banners	Pop-up banners for roadshows, Civic Offices, front line staff and Centres for the Community	1,530.00
TOTAL		64,976.06

17.7 The costs include direct mailings to electors, as well as generic marketing materials. The pilot Order was not signed until February 2019, therefore the household leaflet could not be included in the usual Household Notification Letter issued to each property in early February. As such, an additional mailout was required to circulate the leaflet.

18.0 Electoral Integrity

18.1 The Deputy Returning Officer received several complaints during the campaign from candidates and campaigners regarding the publicity materials and conduct of other candidates.

18.2 The complaints covered the following issues:

- Depiction of poll cards in candidates' publicity
- The use of the Woking Borough Council emblem
- Display of publicity materials
- The inappropriate content of publicity materials
- The conduct of candidates at / in the vicinity of polling stations on polling day

18.3 All complaints were dealt with during the election period. Additional guidance has been drafted (attached at Appendix 4) that will be circulated to all candidates and agents at future election which clarifies what candidates and their campaigners can and can't do as part of their campaign.

19.0 Going forward

19.1 The Cabinet Office and Electoral Commission will be publishing their formal evaluations in the summer. Officers have given evidence to support their evaluations, based on the council's experiences over the last two elections.

REPORT ENDS

Electoral Integrity Pilots 2019

Equalities Impact Assessment

EIA author:	Charlotte Griffiths, Electoral Services Manager, Woking Borough Council
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Version number	2.1	EIA reviewed	January 2019
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EIA team

Name	Job title (if applicable)	Organisation
Charlotte Griffiths	Electoral Services Manager	WBC
Andy Denner	Marketing Communications Manager	WBC
Refeia Zaman	Equalities Officer	WBC

Electoral Integrity Pilots

What is being introduced?	<p>Woking Borough Council is taking part in the Cabinet Office's 2019 Electoral Integrity Pilots</p> <p>Electors voting in person, and acting as proxy for another elector, will be required to present ID at polling stations prior to being issued with their ballot paper.</p> <p>The ID required to be presented by electors has been reviewed following the 2018 Electoral Integrity Pilots, taking into account feedback from electors. It is intended that the list is as accessible as possible, whilst retaining the required level of rigor to ensure the integrity of the pilots.</p>
What proposals are you assessing?	<p>The ID to be required to be presented is:</p> <ul style="list-style-type: none"> • Passport (UK, EU, Commonwealth) • Photocard Driver's Licence (UK, including provisional licences, EU) • EEA photographic Identity Card • UK Biometric Residence Permit • Northern Ireland Electoral Identity Card • A PASS scheme card • A Ministry of Defence Identity Card • A concessionary travel pass funded by HM Government • An Oyster 60+ pass • Photocard parking permit, issued as part of the Blue Badge Scheme • Locally produced electoral card

<p>Who is affected by the proposals outlined above?</p>	<p>All voters will be affected by the proposals, as a change of behaviour is required across the Borough.</p> <p>Those electors who do not currently possess certain forms of ID (some of whom may have “protected characteristics”) may be disproportionately affected by the proposals.</p> <p>The proposals will particularly affect non passport holders and non-drivers</p> <p>In these cases, specific actions will need to be taken to minimise the impact on participation.</p>
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Sources of information

<p>Data used</p>
<p>2011 Census Data SCC Concessionary Pass information. DVLA info on Woking licences</p>

Impact of the proposals on electors

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
		Eliminate discrimination	Advance equality	Good relations			
Gender	Men					X	
	Women				X		<p>DVLA data suggests that women are less likely to hold a driving licence.</p> <p>Although driving licences were the most commonly presented ID in 2018, there is still a wide variety of other photo ID to use as an alternative.</p> <p>Inclusion of the Surrey Senior Bus Pass will assist with female electors over pensionable age who do not drive.</p> <p>Local elector card will be available for women who do not have any photo ID. This could also support vulnerable women, potentially victims of domestic abuse, who may not have any other ID.</p> <p>Some women in specific communities in Woking, e.g. Pakistani community, may not have the necessary documentation to obtain an elector card. However, many of these women are likely to have passports.</p> <p>The inclusion of Commonwealth passports will assist in these situations.</p> <p>Information will be made available in Urdu to ensure women these areas have access to the ID requirements, and information about what to do if they don't already have the necessary ID.</p>

							Work will be carried out with Pakistani community groups and also local ESOL classes, the attendees of which are predominantly female.
Protected Group	Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census	
	Eliminate discrimination	Advance equality	Good relations				
Gender Reassignment				X		<p>Photo ID may be out of date and refer to an elector's previous gender.</p> <p>Information about this should be included in the publicity, and promote the use of the elector card in such cases.</p> <p>Local support groups will be contacted to share the information with their members.</p>	
Page 88							
Race	White				X	<p>If an elector's English is poor, there could be issues understanding the need for ID.</p> <p>In cases of poor literacy, a pictorial guide will be useful, either digitally or in hard copy. Translations of key documents will be provided.</p> <p>In cases of non-British electors, e.g. Polish and , Italian electors, pictorial information and contacting ESOL classes (Maybury Centre and Woking College)</p>	
	Mixed/Multiple ethnic groups					X	

	Asian/Asian British				X	<p>If an elector's English is poor, there could be issues understanding the need for ID.</p> <p>Investigate provision of pictorial information, as well as contacting ESOL classes. Translations of key documents will be provided.</p> <p>Community Associations will be contacted.</p> <p>Woking Mosques/Woking People of Faith Forum to be contacted.</p>
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Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
		Eliminate discrimination	Advance equality	Good relations			
	Black/African/Caribbean/Black British				X		<p>If electors have been affected by the Windrush scandal, then they may not have passports or other official documents.</p> <p>The local elector card can be obtained without official documents (attestation/route B), if the elector has no other ID.</p>
Page 90	Gypsies / travellers				X		<p>The 2011 Census suggests that the average across all ethnicities of holding an eligible passport is 85% (88% in the South East), whereas for gypsies/Irish travellers it much lower at 66%. In addition, there are lower levels of literacy within these communities, which could create challenges in relation to communicating the ID requirements. So there probably is potential for negative impact.</p> <p>There is one traveller site in Woking at The Hatchington. Surrey County Council manage liaison with the site. The SCC liaison officer will be contacted regarding promoting the requirements at the site.</p>
	Other ethnic group					X	

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
		Eliminate discrimination	Advance equality	Good relations			
Page 9 Disability	Physical	X	X	X			<p>Electors with disabilities could be less likely to have the necessary supporting documentation to obtain an elector card (as they are less likely to be living independently)</p> <p>Additionally the inclusion of the Blue Badge, following queries in 2018, as well as the retention of the Surrey Disabled People's Bus Pass will assist those electors with a physical disability.</p> <p>Submissions of applications for elector cards can be done electronically, if electors cannot access the Civic Offices. However it is possible that disabled electors may be less likely to have access to the internet.</p> <p>Specific Groups to be targeted:</p> <ul style="list-style-type: none"> • Woking Access Group • Surrey Adult Social Care • Surrey Disability Register • Surrey Disability Alliance Network • Surrey Choices • Surrey Vision Action Group • South West Surrey Valuing People Group • Blue Badge Holders • Shopmobility • Byfleet Care <p>Clear publicity about range of ID to be accepted, highlighting the inclusion of the blue badge, and how applications for elector cards can be submitted.</p>

Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
		Eliminate discrimination	Advance equality	Good relations			
Page 92 Disability	Sensory				X		<p>Radio adverts will be used on local radio stations to advise about ID.</p> <p>Disability Groups will be contacted to share information with members.</p> <p>SCC Adult and Social Care will be contacted regarding their clients with a Certificate of Visual Impairment, for preferred communication formats.</p>
	Learning Difficulties				X		<p>Electors with learning difficulties may have problems accessing the information provided.</p> <p>Ensure that the guidance on ID required and how to obtain an elector card is produced is clear and easy to read.</p> <p>Local groups to be contacted for specific learning difficulties including:</p> <ul style="list-style-type: none"> • Dyslexia Surrey • Dyspraxia Foundation Surrey Support Group
	Learning Disabilities				X		<p>Electors with learning disabilities may have problems accessing the information provided.</p> <p>Ensure that the guidance on ID required and how to obtain an elector card is produced is clear and easy to read.</p>

							Local disability and carer groups to be contacted (inc. Mencap; SCC Adult and Social Care).
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Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
		Eliminate discrimination	Advance equality	Good relations			
Disability	Mental Health					X	
Sexual Orientation	Lesbian, gay men, bisexual					X	
Page 93 Age	Older people (50+)	X			X		<p>Elderly electors may not have passports/driving licences, which is supported by the 2011 Census data. 11.49% of Borough are retired.</p> <p>Care Home residents may not have documents to support elector card applications, however the non-documentation route (attestation/Route B) is available.</p> <p>Online completion of forms may assist carers.</p> <p>The inclusion of the Surrey Senior Bus Pass will cover pensionable age electors (it was the 3rd most popular form of ID provided in 2018), and the inclusion of the blue badge will also assist disabled elderly residents.</p> <p>Direct contact with electors with letters/leaflets will ensure all electors have hard copies of information.</p> <p>Specific Groups to be targeted:</p> <ul style="list-style-type: none"> • Care Homes • Sheltered Housing via Home Support Officers • Elderly People's Lunch Clubs • Independent Living / Community Meals team • Careline Users

							<ul style="list-style-type: none"> • Centres for the Community • Community Transport • Action for Carers • Surrey Age UK.
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Protected Group		Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
		Eliminate discrimination	Advance equality	Good relations			
Page 94 Age	Younger people (16 - 25)	X			X		<p>6.59% of the Borough are full time students.</p> <p>Inclusion of PASS cards will assist with young voter. In 2015/2016 there were 200,000 cards nationally. There are several different issuers with the scheme and it is endorsed by the Home Office, Scottish Government and the Police.</p> <p>There is a charge for PASS cards (approx. £15) therefore some young people will not be able to afford this. The local elector card can be obtained free of charge. Student ID cards can be used as supporting documents for local elector cards.</p> <p>Inclusion of provisional driving licences will also benefit younger people.</p> <p>Electors can get an attestation to support their application for an elector card.</p> <p>Where no options are viable, arranging a postal vote or for a proxy to vote on their behalf would be possible.</p> <p>Specific Groups to be targeted:</p> <ul style="list-style-type: none"> • Surrey Young Carers • 6th Forms, Woking College • Youth Groups

							<ul style="list-style-type: none"> • Sports Groups / Active Surrey • York Road Project (homeless charity)
Protected Group	Positive impact?			Negative impact?	No specific impact	<p>What will the impact be? If the impact is negative how can it be mitigated? (action)</p> <p>Figures taken from latest 2011 Census</p>	
	Eliminate discrimination	Advance equality	Good relations				
Pregnancy & maternity					X		
Marriage & Civil Partnership				X		<p>ID may refer to previous names</p> <p>PO to be satisfied that the person is the elector in question</p> <p>Change of Name registration forms to include information about the ID requirements.</p>	
Page 95				X		<p>58% of Borough travel to work by van or car; 74% of households have one or two cars – these electors will have a driving licence (although not necessarily a photo driving licence).</p> <p>78% have a UK Passport; 5.55% have an EU passport; 3.78% have passports from Middle East/Asia. 9.29% don't have a passport.</p> <p>Passports and driving licences were the most popular forms of ID in 2018. Additional work will be undertaken to promote the local elector cards for those who do not possess either, or any other the forms of photo ID.</p> <p>(cont...)</p>	
Social-Economic Background							

Protected Group	Positive impact?			Negative impact?	No specific impact	What will the impact be? If the impact is negative how can it be mitigated? (action) Figures taken from latest 2011 Census
	Eliminate discrimination	Advance equality	Good relations			
<p style="text-align: center;">Page 96 Socio-economic Background (cont)</p>				X		<p>8.38% of Borough live in Council accommodation. These electors can be contacted directly regarding ID requirements using Internal Council Housing newsletter.</p> <p>15% in private rented accommodation; 3.54 in social rented accommodation.</p> <p>Engagement with local letting agents and housing associations. Local homeless charities to be contacted to build on successes of 2018, registering electors and issuing local elector cards.</p> <p>1.33 % of Borough are registered as not being able to speak English well; 0.24% cannot speak English at all.</p> <p>Targeting of community associations and ESOL classes with information.</p> <p>3.2% unemployed: Woking JobCentre Plus to be contacted with information.</p> <p>Local employers/Federation of Small Businesses to be contacted, to identify low skilled workers, who could have low levels of literacy, to promote registration, voting and local elector cards if required.</p> <p>Where electors do not drive or have passports, and may not have documents to support their application. Attestation (Route B) is available.</p> <p>Costs of getting a passport sized photo</p> <p>Electronic photos can be sent in, rather than hard copies. Applications will be able to be made online also.</p>

Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Potential positive impacts on electors			
1. Large range of ID to be accepted.	<p>General and targeted campaigning to ensure electors know what ID will be accepted.</p> <p>Initial household notification in February 2019, advising of change of ID, prior to individual letter and leaflet in March 2019 following the signing of the pilot Order.</p> <p>Including Surrey concessionary passes, Blue Badges and PASS cards ensures that a wider group of people are included.</p> <p>Communications Plan to be finalised with Cabinet Office to cover all areas.</p> <p>Communications will be carried out from January 2019 for new electors, and targeted campaigns throughout the new year and spring prior to election commencing</p>	15 March 2019	Charlotte Griffiths / Debbie Hickman
Potential negative impacts on electors			
1. Electors turned away from voting for not having correct ID	<p>Leaflet issued to all electors highlighting correct ID.</p> <p>Information to be included on poll cards for all electors regarding ID requirements</p> <p>Training for all polling station staff on how the handle these situations</p> <p>Posters to be put up at entrance to polling station reminding elector of ID requirements</p>	March 2019	Charlotte Griffiths

2. Not aware of requirements	Other communications to be targeted to relevant community groups and schools to ensure protected groups are informed of requirements (including but not limited to, radio, Council publications, access points with Council)	May 2019	Charlotte Griffiths / Debbie Hickman
3. Electors don't understand the requirements	Target ESOL classes, community groups and churches to pass on the information, including pictorial guides.	March 2019	Charlotte Griffiths / Debbie Hickman
4. Electors cannot access the service to apply for an Elector Card	Publicise that applications can be made electronically and online, including the submission of an attested electronic picture for the card, or by post.	March 2019	Charlotte Griffiths

Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
<p>'Refusers'</p> <p>Electors who will be aware of the requirement to provide ID, but who will not bring ID out of principle. There were several such electors in 2018 recorded at the polling station.</p>	<p>This group of electors may not belong to a particular protected group, and will look to disrupt the process on ideological grounds.</p>

Summary of key impacts and actions

Key impacts (positive and/or negative) on electors with protected characteristics	Inclusion of Surrey concessionary passes for older people and those with disabilities, Blue Badges and PASS cards will assist with widening the range of people who can provide the ID.
Key mitigating actions planned to address any outstanding negative impacts	<p>Each elector sent key information at least twice about the ID requirements.</p> <p>Key information to be sent to community groups and support groups, including pictorial guides to increase dissemination of information to all areas of the community.</p>
Potential negative impacts that cannot be mitigated	<p>'Refusers'</p> <p>Electors who will be aware of the requirement to provide ID, but who will not bring ID out of principle.</p>

Woking Borough Council

Voter ID pilot evaluation

Overview

- Voter turnout on the day: **36.32%**
- Voters who successfully voted with correct form of ID: **17,840**
- No of voters turned away due to incorrect ID: **22**
- No of Local Elector Cards applications processed: **27**
- Sentiment: **mixed as expected, negativity about the elections and democracy in general is overshadowing the elections**

Digital

OVERVIEW	OUTPUTS	OUTTAKES	OUTCOMES
<ul style="list-style-type: none"> • Corporate website (specific pages and homepage banner) • Corporate social media accounts 	<ul style="list-style-type: none"> • Website reach: 100,000 residents/ potential users • Social media reach 7.7k Twitter followers, 3k Facebook followers 	<ul style="list-style-type: none"> • /VoterID URL Visits:4,656 Page views: 5,806 Unique visitors: 4,324 Returning visitors: 727 • Twitter Number of tweets: 20 Impressions: 22,632 Total retweets, replies, likes: 66 URL clicks: 32 Detail expands: 65 Media views: 927 (video and images) 	<ul style="list-style-type: none"> • People found what they needed and stayed on the Voter ID pages. • Sentiment negative about voting and democracy in general, nominal feedback about Voter ID. Complaints about too much promotion.



<ul style="list-style-type: none"> • Corporate e-newsletters 	<ul style="list-style-type: none"> • Newsletters: Woking Works, Woking Integrated Transport Project, Green, New Vision Homes, Sheerwater, Adult Learning 	<ul style="list-style-type: none"> • Facebook Posts: 19 organic Reach: 12,241 Total reactions, comments and shares: 77 Post clicks: 165 Link clicks: 38 • Facebook video boosted posts Video views: 27,134 Comments: 26 Shares: 9 • Facebook paid ads Reach: 17,471 53% women 47% men • Placements News feed on mobile devices: 12,579 (61.7%) Instagram feed on mobile devices: 5,028 (24.6%) Newsfeed on desktop computers: 2,796 (13.7%) • Total circulation of newsletters: Circa 6,000 	
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<ul style="list-style-type: none"> • Corporate email signature • Local media online adverts (£1k total on and offline Woking News and Mail and £2k total on and offline GetSurrey, £750 GetSurrey Facebook boosted posts) • Partner websites (image/editorial online) • Town Centre digital screens • Films/animation 	<p>Centre tutors, Fundraising, Interests.me</p> <ul style="list-style-type: none"> • Staff email reach: 400 approx staff and councillors • Local media digital reach 120k ad impressions getSurrey, 85k getsurrey facebook followers, 5k p/w WN&M • Example partners: We Are Woking, Radio Woking, New Vision Homes blog, Woking Shopping, Woking Asian Business Forum, Chambers of Commerce • Visitors to Woking Town Centre • Sources: Hosted on YouTube and embed on corporate website 	<ul style="list-style-type: none"> • Quantity of emails sent: Thousands • Still awaiting stats from media owners • No stats available • Town centre visitors: Circa 250k visitors p/w • Video views: Animation: 81 Video: 73 	
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<ul style="list-style-type: none"> Eagle Radio Ad Messenger campaign on mobile internet sites - 2 weeks from 15 April to 9pm on 2 May 	<ul style="list-style-type: none"> Geo targeted area of Woking 	<ul style="list-style-type: none"> Impressions: 211,133 Click thoughts: 2,613 	
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Media relations

OVERVIEW	OUTPUTS	OUTTAKES	OUTCOMES
<ul style="list-style-type: none"> Proactive press releases Radio interviews Digital TV interview 	<ul style="list-style-type: none"> Releases sent to members of the local media highlighting types of approved ID, gaining a local elector card and don't forget to vote Interview with Portfolio Holder raising awareness of pilot, acceptable ID and local elector card Interview with Portfolio Holder raising awareness of pilot, acceptable ID and local elector card 	<ul style="list-style-type: none"> During the build-up, four releases were issued to the local press which received mixed coverage. No of radio interviews/segments 1 interview for radio – Eagle News announcements on Radio Woking Mentions throughout 2 May on BBC Surrey, Eagle Radio and Radio Woking 1 x That's Surrey TV 	<p>Compared to last year interest has waned somewhat. Less enthusiasm from the main local outlets means less reactive responses required.</p>

<ul style="list-style-type: none"> Corporate residents magazine Locally distributed magazines 	<ul style="list-style-type: none"> Information in Council publication, The Woking Magazine Adverts and editorial 	<ul style="list-style-type: none"> Distribution: 47,000 (distributed to all 41,000 households within Borough; additional copies available at touch point is doctors surgeries, shopping centre etc) Round and About Magazine carried series of A6 adverts and editorial (GU21, GU22 only) 	
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Stakeholder engagement

OVERVIEW	OUTPUTS	OUTTAKES	OUTCOMES
<ul style="list-style-type: none"> Roadshows (included school/college visits, various hard-to-reach community group, public stalls hosted in high footfall areas, as well as various emails, letters and emails to groups) Promotional materials to drive awareness (pens, badges, flags, posters, leaflets etc.) 	<ul style="list-style-type: none"> Reach of roadshow engagement: 11 venues attended for roadshows or briefing meetings, including Citizens Advice (CAB) and the Supported Living Panel. Woking Railway Station and supermarkets Appx 200 received the message first hand in assembly and whole Woking College student cohort received the 	<ul style="list-style-type: none"> York Road project signed eight new local elector card recipients. Managerial team at CAB briefed about the pilot, Supported Living panel briefed. Appx 800 community leaders from multiple different sources provided with digital assets either directly through WBC or 	<ul style="list-style-type: none"> Roadshow gave voters the chance to ask questions and fill out election forms. 10 registration forms, and 5 local elector card photos (and handed over application forms), and recorded about 10 queries from electors. Appx 10% of the community groups approached acknowledged

<ul style="list-style-type: none"> • Distribution of information through Council outreach teams • Translations in 8 main languages of local elections electors • Pre-election survey 	<p>message through their tutor groups.</p> <ul style="list-style-type: none"> • Direct contact with 95 key contacts including faith establishments, charities, internal partners, Surrey County Council contacts. Indirect contact with 500 charitable organisations through Volunteer in Woking, postal contact with 80 dentists and opticians, village halls and recruitment agencies, postal or email contact with 50 educational establishments from junior to higher education. Inserts into Thameswey and New Vision Homes New Tenant's packs. • Amount of materials delivered externally 55 locations around Woking received combinations of pop ups, posters, flyers, badges, pens, business cards and translation packs. 	<p>indirectly through third party contacts.</p> <ul style="list-style-type: none"> • Pre-election survey key stats: <ul style="list-style-type: none"> ○ 21 completed surveys ○ 100% were aware they needed to bring ID on 2 May ○ 72% said they were aware of the Local elector Card ○ Most popular way electors found out about pilot was via information posted to them ○ 56% said they'd bring their drivers license ○ 56% 'strongly approve' of the trial 	<p>receipt and confirm they are utilising the materials</p>
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Direct mail

OVERVIEW	OUTPUTS	OUTTAKES	OUTCOMES
<ul style="list-style-type: none"> Annual elector mailing CTAX bill mailing insert Poll card 	<ul style="list-style-type: none"> All eligible electors: 80,000 approx No of CTAX bills sent: 42,000 No of poll cards sent: 60,000 	<ul style="list-style-type: none"> Pre-election survey suggested that most people found out about the trail via information posted directly to them. 	<ul style="list-style-type: none"> Complaints about cost of too much promotion and too many letters sent via direct mail.

Internal

OVERVIEW	OUTPUTS	OUTTAKES	OUTCOMES
<ul style="list-style-type: none"> Internal email Intranet banner and articles on news feed Team meeting presentations 	<ul style="list-style-type: none"> No people who read/see emails: 532 No of views: Over 1,000 Wider reach through manager engagement: appx half a dozen different teams engaged and requested to help Materials given out to staff: business cards, posters 	<ul style="list-style-type: none"> Around a dozen staff approached Comms for more information and to help <p>New Vision Homes/ Care Line/ Community Meals/ Housing team and more supported the message either online or in digital promotion or took materials.</p> <ul style="list-style-type: none"> Members and Cllrs use of materials – taken by all 	<ul style="list-style-type: none"> Accurate information for customers but not too difficult a message for staff – basic information and a number to refer to. An improvement would be to ensure internal communications are tighter with a more thorough Q&A at the start of the campaign and top ensure recording details of conversations. Internal engagement: Managers encouraging

<ul style="list-style-type: none"> • Internal promotional materials distributed to staff • Cllr briefing evening and packs handed to all party canvassers and representatives. • Promotional pack emailed to all Councillors • Customer services outreach 	<p>badges, pens.</p> <p>Front line staff wearing t-shirts, badges and talking to visitors to the Civic Offices</p>	<p>councillors and canvassers. Business cards requested by Liberal Democrats.</p> <ul style="list-style-type: none"> • Prior to 2 May customers visiting the offices who confirmed they already knew: 318 • Prior to 2 May customers who confirmed they were not aware: 46 <p>(these customers were then informed of the of the pilot)</p>	<p>employee engagement and staff taking promotional material to distribute.</p> <p>Planning Enforcement Officer with direct link to traveller/gypsy community in Woking achieved face-to-face confirmation of the group's their full awareness and cooperation.</p> <ul style="list-style-type: none"> • Reaction of visitors to customer services indicates that the message is getting out there with 10% of visitors claiming not to know.
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Key miscellaneous activities

INPUTS	OUTPUTS	OUTTAKES	OUTCOMES
<ul style="list-style-type: none"> • Bus shelter advertising x 3 • Advertising at Woking Train Station • Car park banner • Floor stickers in shopping centres • Ad hoc phone message for incoming phone calls • Sky Ad Smart – localised digital advertising 	<ul style="list-style-type: none"> • No of train station visitors: c500k per month • Users of Council-owned car parks: c2.2k+ per day • Visitors to Woking Shopping Centre: Appx 250k p/w • Callers to Council contact centre: 200-500 per working day • Sky Ad Smart: Impressions: 26,915 Reach: 6,191 Av no impressions per Sky household: 4.4 	<ul style="list-style-type: none"> • Qualitative feedback suggested that the advert was getting seen. • An FOI about the cost of advertising 'on Channel 5' indicates that wider residents are noticing. 	<ul style="list-style-type: none"> • Awareness of trial and requirements • Residents approaching Elections staff for help with registration etc rather than being proactively approached. • It is debatable how positively television advertising is being received however it is reassuring to know that the message is making its way into people's homes.

Polling Station ID Data

Ward	PS Number	Verification Total	ID Presented Total	Driving Licence	Passport	Concessionary Travel Pass	Biometric Residence Permit	EEA ID Card	Blue Badge Photocard	Local Elector Card	PASS Card	Military ID Card	Oyster 60+	Northern Ireland EID	Wrong ID - Returned	No ID - Returned	Wrong ID No Return	No ID - No Return	Refusals
Byfleet and West Byfleet	1	349	343	241	62	34	1	1	3	1	0	0	0	0	0	4	0	0	0
Byfleet and West Byfleet	2	307	304	214	64	25	0	0	1	0	0	0	0	0	0	0	0	0	0
Byfleet and West Byfleet	3	328	322	209	71	35	1	5	0	1	0	0	0	0	0	2	0	1	0
Byfleet and West Byfleet	4	418	418	283	79	49	0	0	5	1	1	0	0	0	0	3	0	0	0
Byfleet and West Byfleet	5	387	384	259	77	45	2	0	0	1	0	0	0	0	0	0	0	0	0
Canalside	6	243	243	143	79	10	4	6	1	0	0	0	0	0	0	0	0	0	0
Canalside	7	389	389	236	100	17	9	23	1	2	1	0	0	0	0	6	2	3	0
Canalside	8	359	359	220	99	29	10	0	0	1	0	0	0	0	0	5	0	1	0
Canalside	9	296	293	198	73	13	3	2	2	2	0	0	0	0	0	0	0	1	0
Canalside	10	416	413	242	135	16	11	7	1	1	0	0	0	0	0	8	0	2	0
Canalside	11	314	313	208	68	27	1	3	5	0	0	1	0	0	0	0	0	0	0
Goldsworth Park	12	449	449	279	110	55	2	1	2	0	0	0	0	0	0	2	1	0	0
Goldsworth Park	13	391	387	240	91	53	0	0	2	0	0	1	0	0	0	2	0	0	0
Goldsworth Park	14	345	338	205	69	58	1	0	3	2	0	0	0	0	1	2	0	1	0
Goldsworth Park	15	452	449	288	112	40	1	3	1	1	3	0	0	0	0	1	0	2	0
Heathlands	16	325	322	218	70	32	1	0	1	0	0	0	0	0	0	5	0	0	0
Heathlands	17	492	487	328	111	38	0	0	9	0	0	1	0	0	0	1	0	0	0
Heathlands	18	546	544	358	132	41	4	4	4	1	0	0	0	0	0	0	0	1	0
Heathlands	19	289	290	180	80	19	3	3	0	4	1	0	0	0	0	0	0	0	0
Heathlands	20	102	102	71	25	5	0	0	0	0	0	0	1	0	0	0	0	0	0
Hoe Valley	21	475	474	317	104	32	2	11	3	3	0	2	0	0	1	2	1	2	0
Hoe Valley	22	505	502	327	120	41	1	5	3	1	0	4	0	0	0	0	0	0	0
Hoe Valley	23	443	444	292	109	36	2	2	2	1	0	0	0	0	0	5	0	0	0
Horsell	24	569	567	366	136	54	0	5	4	1	0	1	0	0	0	2	0	0	0
Horsell	25	529	531	350	129	48	0	0	2	1	1	0	0	0	1	3	1	0	0
Horsell	26	598	591	406	130	52	3	0	0	0	0	0	0	0	0	0	0	0	0
Horsell	27	282	277	167	77	32	0	1	0	0	0	0	0	0	0	0	0	0	0
Knaphill	28	566	561	377	118	57	5	2	1	1	0	0	0	0	1	0	0	0	0
Knaphill	29	529	529	363	108	49	2	0	5	2	0	0	0	0	0	0	0	0	0
Knaphill	30	363	351	216	75	52	2	2	3	1	0	0	0	0	0	0	0	0	0
Knaphill	31	265	265	185	42	38	0	0	0	0	0	0	0	0	0	0	0	0	0
Mount Hermon	32	431	431	277	113	27	9	1	1	3	0	0	0	0	0	0	0	0	0
Mount Hermon	33	451	450	286	125	27	7	3	0	2	0	0	0	0	0	1	0	0	0
Mount Hermon	34	461	460	320	110	23	4	1	1	1	0	0	0	0	1	1	0	0	0
Mount Hermon	35	496	487	339	117	29	1	0	1	0	0	0	0	0	0	1	0	0	0
Pyrford	36	398	395	260	105	18	1	9	1	0	0	1	0	0	1	0	1	0	0
Pyrford	37	633	629	432	129	63	0	0	5	0	0	0	0	0	0	0	0	0	0
Pyrford	38	508	508	352	101	51	3	0	1	0	0	0	0	0	0	0	0	0	0
Pyrford	39	326	327	224	59	34	3	1	0	0	0	6	0	0	0	0	0	0	0
St John's	40	467	467	296	106	60	0	2	2	1	0	0	0	0	0	0	0	0	0
St John's	41	299	297	182	65	45	0	3	1	1	0	0	0	0	0	0	0	0	0
St John's	42	536	534	350	121	53	3	4	3	0	0	0	0	0	0	1	0	0	0
St John's	43	513	511	327	124	49	6	3	2	0	0	0	0	0	1	1	0	2	0
		17840	17737	11631	4130	1611	108	113	82	37	7	17	1	0	7	58	6	16	0

Election Campaigning and Publicity



The following document sets out guidance for candidates and agents relating to the election campaign and publicity. This includes extracts from Electoral Commission guidance and information from the Returning Officer.

The guidance covers the following issues:

- campaign publicity materials
- campaigning outside polling places
- polling day activity
- electoral offences

More information from the Electoral Commission is available at https://www.electoralcommission.org.uk/_data/assets/pdf_file/0011/141788/Part-4-The-campaign-LGEW.pdf

Campaign Publicity Materials

Electoral Commission Guidance

You must:

- Use imprints on all your printed campaign material and any electronic campaign material that is designed to be printed off locally. You should ensure the imprint is clear and visible.
- Comply with planning rules relating to advertising hoardings and large banners.
- Make sure that outdoor posters are removed promptly after the election – you must do this within two weeks of the election.

You should:

- Include an imprint on all non-printed campaign material, including websites.

You must not:

- Produce material that looks like the poll cards sent to voters by the Returning Officer.
- Pay people to display your adverts (unless they display adverts as part of their normal business).

Where do you put the imprint?

If your material is single-sided – such as a window poster – you must put the imprint on the face of the document. If it is multi-sided, you must put it on the first or last page.

Social media

You should display your full imprint details prominently on your profile. You can include a shortened link to your imprint in your tweet or post. If it is impractical to place a full imprint on to an image, you should include the text of a link, or a hyperlinked logo or emblem that leads to your full imprint.

We also suggest that if you use online discussion forums you make your identity as a candidate clear where possible.

Websites and other electronic material

You should also put an imprint on electronic material, such as websites and emails. The imprint should include the name and address of the promoter and the person or organisation on whose behalf it has been produced.

Woking Borough Council Guidance

If you are using double sided material as a poster, best practice would be to ensure the imprint is visible on the side being shown and not the reverse.

Displaying Election Posters/Flyers

Lamp posts and telegraph poles

- Lamp posts are the property of Surrey County Council (SCC) as the Highway Authority (as is other furniture). Permission must be obtained from SCC before posters can be displayed on them.
- The owners of the telegraph poles need to be contacted to obtain their permission to display posters on them.
- As these consents are unlikely to be given, election posters, flyers and similar material should not be displayed on lamp posts, telegraph poles and other street furniture.

Buildings and Trees

Permission must be sought from the owner of the building/tree before any advertising material can be put up.

Control of Advertisement Regulations

Displaying election material without the necessary consents would constitute a breach of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, and could result in action being taken by the local planning authority.

Use of the WBC Emblem

Candidates and agents should ensure that the WBC emblem is not included as part of campaign materials. This does not include the inclusion of photos of candidate taken outside, which may include the WBC name or emblem which are displayed in the public realm.

Campaigning outside polling places

Electoral Commission Guidance

Campaigners should be allowed to put their messages to voters on polling day, including in public spaces outside polling places.

Polling station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, as long as they are not within or impeding access to the grounds of the polling place. You should be careful, however, to ensure that your approach is proportionate and should recognise that groups of supporters may be perceived as intimidating by voters.

Campaigners should keep access to polling places and the pavements around polling places clear to allow voters to enter.

The Presiding Officer is responsible for maintaining order in the polling place, and you may be asked to move by polling station staff or police officers if you are impeding access by voters to a polling place.

Woking Borough Council Guidance

Publicity in the vicinity of a polling station

The Returning Officer has requested that there should be a distance of 100m from a polling place of any such materials. This is a guide for parties and candidates. All attempts should be made to ensure any publicity near polling places should be reasonable and not be seen to cause undue influence.

Temporary campaign headquarters, where located in the immediate vicinity of the polling place, should ensure that any publicity materials at the site are not overly visible. This does not apply to permanent party offices.

Polling day activity

Electoral Commission Guidance

You should:

- Make sure that any tellers working for you follow Electoral Commission's tellers' dos and don'ts and any guidance issued by the Returning Officer.
- Make sure your campaigners follow the Code of conduct for campaigners in Great Britain which sets out what is, and is not, considered acceptable behaviour at polling stations and in the community.
- Comply with requests by polling station staff or the Returning Officer about campaigning near polling stations. You should, however, be allowed to put your message to voters on polling day, including in public spaces outside polling places.
- Make sure that any agents who are attending polling stations, postal vote opening sessions or the count understand the rules about the secrecy of the ballot.

You must not:

- Campaign near polling stations in a way that could be seen by voters as aggressive or intimidating (for example, large groups of supporters carrying banners, or vehicles with loudspeakers or heavily branded with campaign material).
- Breach the requirements on secrecy of the ballot. This is an essential part of any modern democracy and breaches are taken seriously.
- In particular, if you (or your agents) are attending postal vote opening sessions, you must not seek to identify and publicise how votes have been marked on individual ballot papers.
- Before the close of poll, publish exit polls or any other data based on information given by people about how they voted after they have cast their vote, including a postal vote.

Woking Borough Council Guidance

Tellers

Only one teller is allowed, per party/independent candidate, per polling place. Whilst it is acknowledged that time will be required for a handover between tellers, this should be kept to a minimum to limit the impact on access into the polling place.

Tellers may display a coloured rosette identifying the party name/candidate description (e.g. independent).

Tellers should approach electors **after** they have voted to ascertain their elector number. Tellers should not engage in conversations with electors at the polling place prior to them voting.

Candidates

When attending the polling place to observe proceedings in the polling station. Candidates may wear a rosette identifying them as the candidate.

Candidates are requested to limit their visits to polling stations to 15 minutes, and should not return within a reasonable period.

Candidates should not engage in conversations with electors at the polling place prior to them voting.

Candidates acting as tellers

Candidates can act as a teller, however to make the distinction clear, they should only wear a rosette identifying the party/candidate description. When acting as a teller, Candidates are not entitled to enter the polling station.

Elected Members

Elected members are not entitled to enter the polling station unless they are voting themselves or acting as a proxy for someone else at the polling station. Once they have cast their vote, elected Members should leave the polling station and not engage in conversations with either other electors or polling station staff.

Electoral Offences

Electoral Commission Guidance

Bribery

The offence of bribery includes where someone directly or indirectly gives any money or procures any office to or for any voter, in order to induce any voter to vote or not vote.

Treating

A person is guilty of treating if either before, during or after an election they directly or indirectly give or provide any food, drink, entertainment or provision to corruptly influence any voter to vote or refrain from voting. Treating requires a corrupt intent - it does not apply to ordinary hospitality.

Undue influence

A person is guilty of undue influence if they directly or indirectly make use of or threaten to make use of force, violence or restraint, or inflict or threaten to inflict injury, damage or harm in order to induce or compel that person to vote or refrain from voting.

A person may also be guilty of undue influence if they impede or prevent any voter from freely exercising their right to vote – even where the attempt is unsuccessful.

Undue influence doesn't exclusively relate to physical access to the polling station. For example, a leaflet that threatens to make use of force in order to induce a voter to vote in a particular way could also be undue influence.

Personation

Personation is where an individual votes as someone else either by post or in person at a polling station, as an elector or as a proxy. This offence applies if the person that is being personated is living, dead or fictitious. Aiding, abetting, counselling or procuring the offence of personation is also an offence.

False statements

About a candidate's personal character or conduct

It is an offence to make or publish a false statement of fact about the personal character or conduct of a candidate in order to affect the return of a candidate at an election.

False statements that are not about a candidate's personal character or conduct are not illegal under electoral law, but could be considered as libel or slander.

It is also an illegal practice to make a false statement of a candidate's withdrawal in order to promote or procure the election of another candidate.

In nomination papers

It is an offence to provide a statement on a nomination paper, which you know to be false. For example, if you know you are disqualified from election you must not sign the consent to nomination.

False registration information and false postal/proxy voting application

It is an offence to supply false information on a registration, postal vote or proxy vote application form. False information includes a false signature.

False application to vote by post or by proxy

A person is guilty of an offence if they apply to vote by post or proxy to gain a vote to which they are not entitled or to deprive someone else of their vote.

Multiple voting and proxy voting offences

There are various offences regarding multiple voting and proxy voting, including voting by post as an elector or proxy when subject to a legal incapacity to vote and inducing or procuring another to commit the offence.

Breaches of the secrecy of the ballot

Everyone involved in the election process or attending certain proceedings must maintain the secrecy of the ballot. The Returning Officer will give a copy of the official secrecy requirements to everyone who attends the opening of postal votes or the counting of ballot papers and to polling agents.

Campaign publicity material

Certain offences relate specifically to election campaign publicity material. Printed election campaign publicity material must contain an imprint and not resemble a poll card. Campaign publicity material must also not contain a false statement as to the personal character or conduct of another candidate.

Racial hatred

Under the Public Order Act 1986, it is an offence to publish or distribute threatening, abusive or insulting material that is intended to stir up racial hatred or which is likely to stir up racial hatred.

Woking Borough Council Guidance

To act as a proxy, the proxy must be on the electoral register.

A person is only entitled to act as a proxy for **two** people in the same electoral area. The only circumstances in which a person can act as proxy for more than two electors is if they are the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the elector. There is no limit to the number of these close relatives on whose behalf a proxy may vote.

Whilst candidates must not include any materials in their publicity that resembles a poll card, it is common practice to include depictions of the candidate's details on the ballot paper.

The Returning Officer cannot control what information candidates/parties include in their campaign materials, and can only investigate if an electoral offence is alleged to have been committed, i.e. include false statements about a candidate's personal character or conduct.

Complaints regarding other content of election material, which does not constitute a false statement about a candidate's personal character or conduct, are not a matter for the Returning Officer.

Complaints regarding the conduct of sitting Woking Borough Councillors, acting in their capacity as a Borough Councillor, should be referred to Woking Borough Council's Monitoring Officer.

All candidates must submit an election expenses return, 35 days after the announcement of the result. This applies to all candidates, not just successful candidates. Nil returns must be submitted where no expenditure has been incurred. Accompanying the returns there must be the candidate's declaration and, where applicable, the agent's return.

Electoral Commission Guidance on Tellers

Tellers have no legal status and voters have the right to refuse to give them any information. The Returning Officer or their staff may provide further guidance on the activities of tellers.

Tellers must:

- always remain outside the polling station
- only enter the polling station to cast their own vote, to vote as a proxy or to assist a disabled voter
- always comply with the instructions of the Returning Officer and Presiding Officer

Tellers must not:

- be able to see or hear what is happening inside the polling station
- impede, obstruct or intimidate voters on their way in or out of the polling station
- demand any information relating to a voter's elector number, name or address
- ask voters to re-enter the polling station to ascertain their elector number
- have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions or party affiliations)
- display any campaign material in support of or against any particular political party or candidate other than a rosette or badge

Tellers must not attempt to induce, influence or persuade an elector how or whether to vote. Tellers cannot promote particular candidates or political parties. Their conduct must not give rise to allegations of undue influence, e.g. discussing voting intentions, party affiliations, a candidate's history, election campaigns, or undertaking any other activity particularly associated with one particular party or candidate. Any queries that relate to the electoral process must be directed to the Presiding Officer.

Tellers should not display or distribute election material (e.g. billboards, posters, placards or pamphlets) on walls or around the polling place.

Voters must never be asked to re-enter the polling station to ascertain their elector number or retrieve a poll card. Voters are not obliged to comply with any request for information. Tellers must not press voters if their initial request for information is declined.

WOKING BOROUGH COUNCIL

NOTES OF A MEETING OF THE ELECTIONS AND ELECTORAL REGISTRATION REVIEW PANEL

HELD ON 4 JULY 2019 IN THE BOARD ROOM - CIVIC OFFICES

Present: Councillor Simon Ashall
Councillor Ann-Marie Barker
Councillor David Bittleston
Councillor John Bond
Paul Bradley, Liberal Democrat Agent
Peter Bryant, Democratic Services and Legal Services
Charlotte Griffiths, Electoral Services Manager
Councillor Deborah Hughes
Douglas J Spinks, Deputy Chief Executive
Claire Storey, (In the Chair)
Richard Squire, UKIP Agent
Councillor Melanie Whitehand

Absent: Ray Morgan

Actions

1. Apologies for Absence

Apologies of absence were received from Ray Morgan.

2. Voter ID Pilot Review

Charlotte Griffiths, Electoral Services Manager gave a brief overview on the Voter ID Pilot, which was held on 2 May 2019. The Cabinet Office offered all local authorities in Great Britain the opportunity to pilot the scheme during the May 2019 elections and ten local authorities participated in the pilot. This was to further collect evidence about the best means to implement voter ID in polling stations nationally.

The report before the Panel included electoral activities from the May 2019 local elections. The Members of the Panel were informed that the pilot had been a success with 99.5% of electors bringing correct ID. Electors were required to present specified ID before being issued with a ballot paper to cast their vote.

The Panel noted that the list of specified ID had been amended to include Blue Badges and Military passes following feedback from Woking Borough Council last year.

Planning and Engagement

As in 2018 there was a comprehensive Equalities Impact Assessment carried out which formed the basis for the targeted communications work in the run up to the pilot.

ID Checking Process

The Chairman noted that whilst visiting various Polling Stations during the May 2019 elections she noticed that Polling staff were consistent in following the process stages of ID checking compared to the last election.

Councillor Bond reported that he received some negative comments from electors, who were unable to vote as they did not have the correct ID.

Charlotte mentioned that there had been minimal negative feedback received during the May 2019 elections in comparison to the previous year. It was noted that guidance for staff had been supplied at all Polling Stations on suggestions of actions to be taken in in circumstance if wrong or no identification was presented to Polling Clerks.

Data Collection

As part of the evaluation of the pilot staff at Polling Stations were required to record forms of ID presented, this included recording electors with no ID or the wrong ID.

Following a query regarding hearing difficulties between electors and staff at the St Dunstan Polling Station, Charlotte reported she had not received any complaints and agreed to investigate the matter further with the Presiding Officer.

C. Griffiths

The Chairman sought clarification on the 133 recording errors on the data collection form. Charlotte clarified that unfortunately errors had occurred at most polling stations.

Local Elector Cards

Charlotte confirmed that the Local Elector Card (LEC) had been issued again for those electors without the specified ID.

There were 27 LEC issued for the election. Additionally, all electors who had been issued with a LEC in 2018 were contacted in March 2019, confirming that they would be able to use their LEC in the polling station on 2 May. Electors had been able to apply using eforms as well as a paper form to make the process more accessible.

Media & Strategy & Public Engagement

Charlotte reported that roadshows and drop-in sessions had been held for electors to ask questions and raise any concerns on the Voter ID pilot, particularly relating to applying for a LEC. The drop-in sessions were said to have a positive impact.

The Panel had noted that a Sky Adsmart campaign was used for the first time for residents in the Borough who were targeted with an advert during television programme breaks.

Councillor Hughes welcomed the promotional materials that had been provided to candidates and agents for the pilot which were useful during campaigning.

Poll Cards

Councillor Barker enquired on the early timings of the issuing of poll cards. Charlotte confirmed that poll cards were issued when the Notice of Election was published to take into consideration any electors who may opt for postal or proxy voting. This would allow for sufficient time to register for a postal or proxy vote ahead of the application deadline. The Panel were advised the usual time frame for issuing poll cards was followed.

Postal Votes

Councillor Whitehand questioned the time frame for issuing postal votes. She explained it was difficult to canvass when postal votes were issued at such an early stage. The Panel was advised that electors were given sufficient time to complete and return postal votes in time to process the postal vote before the close of polls. In any event, Candidates and Agents are made aware of the postal vote issue dates prior to the election to assist with the campaign planning.

Richard Squire, UKIP Agent queried the time line for notifying those electors whose postal votes were rejected. Charlotte advised that electors were notified in writing within three months of the election date.

The Chairman sought clarification on the number of returned of postal votes after election day. It was reported that the post box at the Civic Offices was checked at 10:00pm and a final sweep had been undertaken by the Royal Mail at their delivery office. This resulted in minimal votes being received after election day.

ID Provision

The Panel noted that driving licences and passport were the most popular forms of ID presented at the polling station.

It was highlighted that the number of electors who did not return to the polling station with correct ID after having attended the polling station with no ID or the wrong ID was halved compared to 2018, which was very pleasing.

Verification of Count

Following a query on security of the ballot boxes after the election, Charlotte confirmed that once ballot boxes were returned to HG Wells

they were stored in the Wells Room with two security staff until Officers returned on Friday morning.

Electoral Integrity

The Deputy Returning Officer received a number of complaints on publicity materials and conduct of other candidates. Members were informed that additional guidance set out in Appendix 4 to the report would be circulated to all candidates and agents at future elections. The guidance clarified what candidates and their campaigners can and cannot do as part of their campaign.

Panel Members sought clarification on publicity in the vicinity of a polling station including temporary Head Quarters, candidates and tellers engaging with electors at the polling station and rosettes for tellers and candidates. Charlotte informed Members that the guidance document would be updated to reflect the queries raised.

Discussions ensued on campaign material content and Members noted that queries relating to Council business were a matter for the Council's Monitoring Officer not for the Returning Officer.

The Chairman and Members took opportunity to thank Charlotte and the Elections Team on the conduct of the election.

3. European Parliamentary Elections - 23 May 2019

The Panel noted that the European Parliamentary Elections were called at short notice and held on the 23 May 2019. Panel Members were advised that a significant challenge nationally was the registration of EU Citizen electors who were required to complete a separate declaration form. Only 948 electors returned valid declarations which equated to 18.0% of all eligible EU electors.

The election ran smoothly and the count was held on Sunday, 26 May 2019 without any incidents.

The Chairman and Members took opportunity to thank Charlotte and the Elections Team on the conduct of the EU election.

[Please Note: The figures for the EU electors valid declarations has been revised on further analysis after the Elections Panel Meeting].

4. 2020 Canvass Reform

Panel Members were advised on changes to the Annual Canvas process which were being introduced in 2020. The changes sought to make the process more efficient and cost effective. The main change introduces a data matching step using national and local data which will identify properties where there are no changes to occupants. This would enable resources to be focused on properties where there are changes.

5. Oaktree School - Polling Station Review.

Following the Parliamentary Polling District and Polling Place Review which was carried out in autumn 2018, and reported to Council in December 2018, Officers undertook to develop proposals in 2019 for permanent community facilities in the area, which would remove the need to use the school as the polling place for the area.

Members were updated on the progress of this issue. Officers had visited the area in order to identify possible sites for a community facility. It had become apparent that this would not be resolved in the short term and would take longer to finalise proposals. Alternative arrangements had been investigated including the possibility of all electors in the area using the St. John's Memorial Hall as a polling station. However, this had been discounted as it would have an adverse impact on electors living in the Hermitage estate, many of whom may find it difficult to travel further to the polling place.

The Panel were advised that at recent elections, an arrangement has been in place with the school to use the front class room as the polling station, which enables the school to remain open on polling day. This compromise is preferable to the school being required to close. This arrangement would need to continue whilst Officers continue to investigate alternative provision in the area.

6. Minutes

The minutes of the meeting of the Review Panel held on 24 January 2019 were received.

7. Matters Arising from the Last Meeting

It was noted that Could You Be A Councillor event was held on Wednesday, 3 July 2019 and had been attended by 10 members of the public.

It was further noted that no press release had been issued in relation to the individual referred to Surrey Police in 2018 in connection with the May 2018 election as no formal response had been received from Surrey Police.

8. Any Other Business

Queries were raised on polling district boundaries in Goldsworth Park and Mount Hermon areas. Charlotte requested Members to send specific details to her for further investigation.

It was also noted that voters in the Madeira Road area showed some confusion as to whether they fell within West Byfleet or Pyrford.

9. Date of Next Meeting

The next meeting of the Review Panel would be held on 23 January 2020.

The meeting commenced at 7.00 pm
and ended at 8.25 pm

European Parliamentary Elections

23 May 2019

1.0 Background

- 1.1 Officers received notification on 1 April 2019 from the Regional Returning Officer (RRO), Mark Heath from Southampton City Council, that it was possible that the European Elections would be held on 23 May 2019, after the UK did not leave the EU on 31 March as originally planned.
- 1.2 On 1 April it was also confirmed that Local Returning Officers would be able to incur reasonable expenditure to plan for the European elections. However, at this stage, the elections had not been confirmed, therefore no official communications could be sent to electors regarding the election.
- 1.3 The Notice of Election was published on Monday, 15 April, on the instruction of the RRO.

2.0 European Electors

- 2.1 A significant challenge for preparing the European Elections was the registration of European Union citizen electors.
- 2.2 EU citizens may only vote once in one member state at a European election. Where EU citizens, registered to vote in the UK, wish to exercise their European Parliamentary vote in the UK, these electors must complete a separate application and declaration form (known as a UC1). The deadline to return this form was the same as ordinary applications to register, Tuesday, 7 May 2019.
- 2.3 The law does not require EROs to send out a form to all EU citizens, though at previous European elections, EU citizen electors have been contacted in the January prior to the election to complete the form. This exercise did not apply to citizens of Ireland, Cyprus or Malta, who have full voting rights in the UK.
- 2.4 In consultation with the Deputy Electoral Registration Officer, all EU citizens were contacted on 11 April (by letter or where held, by email). In total, 5,273 electors were contacted. Each elector was given a copy of the declaration to be completed and details of the deadline for submission.
- 2.5 Additional information was available on the Council's website regarding this issue, with a blank declaration available to complete.
- 2.6 A reminder was sent to all non-responders around 29 April. Although this was close to the deadline, Officers considered another reminder would ensure all EU electors had every opportunity to register for this election.
- 2.7 Unfortunately only 948 EU electors (18.0%) completed and returned the declarations by the deadline. 161 forms were received after the deadline, and these electors were not able to vote at the election.

3.0 Election Staff

- 3.1 Four DROs were appointed with full powers whose main roles were to adjudicate on returned postal vote statements, inspect polling stations and oversee individual count

teams. Additionally, the Democratic Services Manager was appointed a DRO for the postal vote opening process and the count.

- 3.2 The election was managed by the Electoral Services Manager (ESM), with support from two Electoral Services Officers and one Electoral Services Assistant.
- 3.3 The issue and opening of postal votes was managed by the Democratic Services Manager, supported by the Democratic Services team.
- 3.4 Staff were notified that, when accepting an offer of employment to work in a polling station they were consenting to work during the hours of poll without a rest break and in excess of the maximum working hours provided by the Working Time Directive.

4.0 Staff Training

- 4.1 Due to the proximity to the Borough elections on 2 May, one training session was held on Tuesday, 30 April 2019, prior to the ballot boxes being collected, which emphasised the key differences for the election, and also updates on performance from the Borough elections.
- 4.2 Count supervisors were briefing prior to the verification and count.

5.0 Nominations

- 5.1 Nominations for the election were dealt with by the Regional Returning Officer.

6.0 Poll Cards

- 6.1 Given the short notice of the election, poll cards were not sent when the Notice of Election was published on 15 April 2019. Poll cards were printed and issued on 18 April, with most electors receiving their poll card after the Easter bank holiday.
- 6.2 Three further poll card mailings were sent throughout the election period, to ensure all eligible electors received official notification.
- 6.3 Several queries were received from electors who had not received their European Parliamentary poll cards. It is likely that there was some confusion caused due to the proximity of delivery of these poll cards to the Borough elections. Several electors contacted Electoral Services to advise they had been sent a duplicate poll card, however on closer inspection they realised it was for the European election.

7.0 Postal Votes

Issue of Postal Vote Packs

- 7.1 The first issue of postal votes was on Wednesday, 8 May 2019. Further of postal votes were issued on 9 May and 16 May 2019. These were for electors who registered to vote on 7 May 2019 (registration deadline), EU electors who returned a UC1 form who already had a postal vote, and those who applied for a postal vote on 8 April (postal vote deadline). In total, 13,225 postal votes were issued.
- 7.2 25 replacement ballot paper packs were issued, in cases where the elector advised that they had spoilt their ballot papers, lost their postal ballot papers, or had not received them. In such circumstances, the original postal vote ballot paper was cancelled and new postal vote pack issued.

Opening of Postal Votes

- 7.3 Opening sessions started on Monday 13 May 2019. The opening sessions were held in the Kemp Room at HG Wells Conference and Events Centre, managed by the Democratic Services team. As in previous years, the DROs adjudicated the postal vote scanning. Agents were advised in advance of the dates of the opening sessions.
- 7.4 In total nine opening sessions were held. The final opening session was held on Friday, 24 May which dealt with those postal votes arriving in the post on the day of the election, those handed in at either the Civic Offices or polling stations and those returned by the Post Office through the final sweep.
- 7.5 The post box at the Civic Offices was checked at 10.00 pm and a final 'sweep' was undertaken by the Royal Mail at their delivery office, which resulted in further postal votes being received.

Returns Analysis

- 7.6 Postal votes are opened and the contents checked prior to the checking of the postal vote statement. At this stage, a postal vote can be rejected for the following reasons:
- Ballot Papers Numbers do not match – ballot papers cannot be accepted where the number on the ballot paper envelope does not match the number on the postal vote statement.
 - Ballot Paper Envelope missing.
 - Postal Vote Statement was absent.
- 7.7 The number of statements rejected at this stage was:

	Total Envelopes Received	Total Statements Rejected/Absent	Total Sent to Scanner
Woking	8,879	120	8,759

Verification of Postal Vote Statements

- 7.8 After the initial checks, postal vote statements are verified, to ensure the signature and date of birth provided on the statement matches those on the original postal vote application.
- 7.9 The reasons for rejecting a postal vote at this stage are:
- Date of Birth Rejected – either the date of birth has not been entered on the postal vote statement, or it does not match the date of birth provided on the postal vote application.
 - Signature Rejected – either the signature has not been entered on the postal vote statement, or it does not match the signature provided on the postal vote application.
 - Signature and Date of Birth Rejected - either the voter did not complete the postal vote statement or both the signature and date of birth provided on the postal vote statement did not match the signature and date of birth provided on the postal vote application.

7.10 The table below sets out the rejection rates at the scanner for the postal vote statements:

	Valid	Rejected		Rejected		
		No.	%	DOB & Sig	DOB	Sig
Woking	8,585	174	1.99	12	49	113

7.11 The rejection rate for statements at the scanners was 1.99%. This compares to 2.01% for the Borough elections, 1.44% in 2018 and 1.45% in 2019.

Post - Scanning Checks

7.12 Following the scanning of the postal vote statements, the contents of the ballot paper envelope are checked. A postal vote can be rejected at this stage for the following reasons:

- Ballot Papers Numbers do not match – ballot papers cannot be accepted where the number on the ballot paper does not match the number on the ballot paper envelope.
- Ballot Papers were absent

7.13 The number of postal votes rejected at this stage is set out below:

	Total accepted at the scanner	Rejected at post scanning stage	Total Postal votes accepted
Woking	8,585	5	8,580

7.14 The overall rejection rates are set out below:

	Postal Votes Accepted	Ballot Papers Rejected	% of Ballot Papers rejected
Woking	8,580	299	2.58%

7.15 The overall rejection rate was 2.58% which was lower than recent elections.

7.16 Any errors relating to personal identifiers were recorded at the scanners. Where electors needed to update their identifier, they were contacted following the election. Any clerical errors were also corrected.

8.0 Polling Stations

8.1 43 polling stations were used for the elections in 29 venues. All polling equipment were delivered prior to polling day and Presiding Officers were asked to record any issues that occurred or were reported on polling day in a log book. This included possible errors on the register, visits from Police Officers and cases where electors were marked as an absent voter and claimed not to have asked for a postal vote. This information has been analysed and, where appropriate, electors have been contacted.

8.2 Officers were notified on Monday, 20 May that a banner promoting voter ID was still in place at The Vyne, which had been amended to reflect the date of the European Parliamentary election. The banner was taken down and additional guidance was published across the Borough advising electors that they were not required to take ID to vote on 23 May.

9.0 Verification and Count

- 9.1 All polling station documentation and ballot boxes were returned to HG Wells on Thursday, 23 May following the close of polls. These were stored in the Wells Room overnight with additional security guard presence, which was kept on all day. On Friday 3 May, the Wells Room was accessed to sort all the returned documentation from the polling stations and to finalise the set up for the verification and count.
- 9.2 The Wells Room doors were secured when all the postal ballot papers were transferred following the completion of the final postal vote opening session.
- 9.3 The verification and count was held on Sunday, 26 May at HG Wells Conference and Events Centre from 11.30am. There were five count teams consisting of a count supervisor, an assistant count supervisor and twenty count assistants. Three Count teams were located in the Wells Room and two teams were located in the Kemp Room.
- 9.4 The verification figure was required to be submitted to the RRO by 3pm, therefore the verification commenced at 11.30am, to ensure that there was sufficient time to submit the figure in case of any problems. In the event, the figure was submitted to the RRO at 1.25pm.
- 9.5 The count of the ballot papers could not commence until after 4pm, therefore the count teams were released for a lunch break and returned at 4pm. The count of the ballot papers commenced at 4.30pm and the provisional total for Woking was submitted to the RRO at 7.40pm.
- 9.6 The DRO shared the provisional result with the agents at 10pm, as no announcement could be made locally before then, including sharing the result with local agents. The RRO was advised that the result had been confirmed locally at 10.02pm.
- 9.7 The RRO had instructed that all count teams should remain in place in case of any recounts required at 10pm, therefore all staff remained at HG Wells until this point. Following the confirmation of the local result, all count teams were released at 10.15pm, and SERCO removed all documentation and equipment from HG Wells to the secure store.
- 9.8 During the count, security staff were in place at the entrances to the Wells Room and the Kemp Room. CCTV cameras were installed at HG Wells which covered the document sorting area, the counting areas and the entrances to the rooms.
- 9.9 Colour coded badges were issued to attendees, to differentiate between levels of security access for all those in attendance. Several political parties standing in the election appointed counting agents to attend the Count and all Borough Councillors were invited to attend as guests of the LRO.

Storage of Documents

- 9.10 All documents returned from polling stations and counted ballot papers were sorted into crates in the Wells Room and these were sealed and removed to a secure store on Friday, 24 May and Sunday 26 May.

Turnout

- 9.11 The turnout for the elections was 39%.

10.0 Electoral Integrity

10.1 Several queries were received regarding the provision of elector details to political parties for their campaigns. These electors were advised that by law the ERO is required to provide registered political parties with the full electoral register.

10.2 No further issues were reported to the DRO nor to Surrey Police.

REPORT ENDS

COUNCIL – 25 JULY 2019

REPORT ON EXECUTIVE DECISIONS OF URGENCY

Executive Summary

Procedure Rule 15(h) of the Council's Overview and Scrutiny Procedure Rules ("the Rules"), as set out in the Constitution, provides for urgent decisions of the Executive to be taken without the option for call-in. The provision specifies that a decision will be urgent if any delay likely to be caused by the call-in process would be seriously prejudicial to the Council's or the public's interests. Where decisions are taken as a matter of urgency, they must be reported to the next available meeting of the Council.

This report sets out the details of the urgent decisions taken by the Executive in March 2019 in accordance with the provisions of Procedure Rule 15(h).

Recommendations

The Committee is requested to:

RESOLVE That the use of the provisions of Procedure Rule 15(h) of the Overview and Scrutiny Procedure Rules be noted.

The Council has the authority to determine the recommendation set out above.

Background Papers: None.

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Date Published: 17 July 2019

1.0 Introduction

- 1.1 Rule 15 – Call-in – of the Council’s Overview and Scrutiny Procedure Rules (“the Rules”) requires the submission of a report to Council on any executive decisions taken in accordance with Rule 15(h).

2.0 Overview and Scrutiny Procedure Rules

- 2.1 Rule 15 sets out the Council’s procedure for Call-in and includes provision for executive decisions to be taken as urgent where any delay likely to be caused by the call-in process would be seriously prejudicial to the Council’s or the public’s interests. The Rule states that decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- 2.4 At its meeting on 28 March 2019, the Executive considered two matters of business under the provisions of Rule 15(h), the details of which are set out below and in a report later on the agenda under Part II – press and public excluded.

(i) Sheerwater Regeneration.

At its meeting on 28 March 2019, the Executive resolved that:

- (i) the Council shall give effect to the obligations in respect of planning applications PLAN/2018/0374 and PLAN/2018/0337 set out in Appendix 5 (amended 28 March 2019) to the supplementary report, if (a) the local planning authority grants the planning permissions sought and (b) those planning permissions are implemented by, or on behalf of, the Council;
- (ii) the Council shall procure that any third-party to whom it grants an interest in the Council-owned land is bound by the obligations in respect of planning applications PLAN/2018/0374 and PLAN/2018/0337 set out in Appendix 5 (amended 28 March 2019) to the supplementary report; and
- (iii) resolves (i) and (ii) above are “urgent” and will take immediate effect (so are not subject to “call-in”). This is because any delay likely to be caused by the call-in process would be seriously prejudicial to the Council’s interests (as it is necessary that the local planning authority is aware, when it considers planning applications PLAN/2018/0374 and PLAN/2018/0337 on 9 April 2019, whether the Council (as landowner) is prepared to give the obligations referred to).

(ii) School Place Provision.

At its meeting on 28 March 2019, the Council considered an item entitled School Place Provision under Part II (press and public excluded) of the agenda. The decisions of the Executive were treated as urgent in accordance with the provisions under Rule 15(h) of the Overview and Scrutiny Procedure Rules.

Full details of the decisions taken, and the reasons for an exception to Rule 13 of the Access to Information Procedure Rules, are set out later on the agenda under Part II – Press and Public Excluded.

REPORT ENDS

COUNCIL – 25 JULY 2019

SHEERWATER REGENERATION OVERSIGHT PANEL

Executive Summary

1.1 On 4 April 2019, Council resolved that:-

- (i) A Sheerwater Regeneration Delivery Board should be created to replace the Sheerwater Regeneration Project Board, and that all Canalside Councillors should be allowed to attend and contribute to the Board (the Delivery Board is responsible for the governance of the detailed implementation of the Sheerwater regeneration project by Thameswey Developments Limited), and
- (ii) The role of the Sheerwater Regeneration Oversight Panel should be refined to focus on the social, environmental and economic issues for the residents and businesses in Sheerwater, both inside and outside the red-line area.

1.2 On 20 May 2019, Council made the following appointments:-

- (i) Sheerwater Regeneration Delivery Board
Councillors Bittleston, Harlow, Johnson, Morales, Aziz and Boote
- (ii) Sheerwater Regeneration Oversight Panel
Councillors Harlow, Hussain, Kemp, Johnson, Morales, Ali, Aziz, Raja and Boote.

1.3 On 19 June 2019, the Sheerwater Regeneration Delivery Board met for the first time. The Board noted that Group Leaders had agreed to disband the Sheerwater Regeneration Oversight Panel. The Delivery Board agreed that a report should be brought to its next meeting (18 September 2019), with a view to expanding the terms of reference of the Board to include the matters which would have been considered by the Sheerwater Regeneration Oversight Panel. These matters are the social, environmental and economic issues for residents and businesses in Sheerwater (both inside and outside the red-line area).

1.4 Dealing with the matter, as proposed by Group Leaders and agreed at the Sheerwater Regeneration Delivery Board, is sensible. Having one body responsible for (i) the governance of the regeneration project and (ii) the social, environmental and economic issues affecting Sheerwater avoids unnecessary duplication and reduces the administrative burden on Members and Officers. It also enables a cohesive approach to be taken when these matters are considered.

Recommendations

The Council is requested to:

RESOLVE That

- (i) the responsibilities of the Sheerwater Regeneration Oversight Panel should be transferred to the Sheerwater Regeneration Delivery Board,
- (ii) the Sheerwater Regeneration Oversight Panel should be disbanded.

The Council has the authority to determine the recommendations set out above.

Background Papers: None.

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REPORT ENDS

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

Document is Restricted

