

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 8 JULY 2014

SUBMITTED TO THE COUNCIL MEETING – 15 JULY 2014

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

- |                                    |                          |
|------------------------------------|--------------------------|
| * Cllr Robert Knowles (Chairman)   | * Cllr Donal O’Neill     |
| * Cllr Julia Potts (Vice-Chairman) | * Cllr Stefan Reynolds   |
| * Cllr Brian Adams                 | * Cllr Adam Taylor-Smith |
| * Cllr Carole King                 | * Cllr Simon Thornton    |
| * Cllr Tom Martin                  | * Cllr Keith Webster     |
- \* Present

24. MINUTES

The Minutes of the Meeting held on 3 June 2014 were confirmed and signed.

25. DECLARATION OF INTERESTS

There were no declarations of interest raised under this heading.

26. QUESTIONS

The Executive received the following questions from members of the public in accordance with Procedure Rule 10:-

- i. from Mr David Cooper of Farnham

“In answer to my Freedom of Information request of 10 March, I received, among other papers, Waverley’s Instructions to Blakedown (Sport and Play) and Site Meetings Notes from the agents acting for Waverley, Michael Edwards Associates (MEA), regarding the Riverside car park and tennis facilities.

In the MEA Site Meeting Notes of 7 January 2014, concerning the Car Park, with WBC Officers Kelvin Mills and Katrina Burns present, paragraph 4.04 states:

*“MEA to issue formal EA instruction to be issued to instruct everything except final surfacing with the exception of haul road to tennis club, gravel fill, bay markings.”*

The MEA Instructions dated 20 January 2014, also referring to the Car Park, at paragraph 3.2 states:

*“Please proceed with ‘Phase 2’ works comprising remainder of works as tendered with the exception of porous macadam to the car park, bodpave, benches, lighting and power to the car park.”*

On 11 February 2014, I took photographs of the works being carried out on site at Riverside which clearly show the construction of the car park base, with infill and kerbing inside the peripheral boundary kerbing. A few days later, a top layer of earth and grass concealed this work from view. In the light of these facts, will you agree that the base of the car park was constructed as directed by Waverley, before an EIA or a planning application has been submitted for consideration?"

The Portfolio Holder for Major Projects and Brightwells responded as follows:-

"Thank you for your question. As previously stated I do not agree with your proposition. Work on the car park has not started. What you are seeing on site is the completion on the decontamination works. To complete this work a sub-base of stone is created to allow water to filter through. This can obviously be used as the 'base' for a car park but can similarly be used as the 'base' for planting. What your photographs show is that the contractor got a bit ahead of themselves and laid some kerbing stones. As soon as this was pointed out to me, I ensured that the contractor was instructed to remove them. This was done at no cost to the Council. The minutes you quote clearly demonstrate that work on a car park has not started. We await the outcome of a future planning application to decide the final landscape of this area".

ii. from Mr David Wylde of Farnham

"You will be aware that the Secretary of State's screening direction serves as authoritative confirmation that all of the five main planning consents for East Street 2008 have been granted unlawfully, because Riverside was consistently omitted from the environmental statement. In the East Street Phase 1 Development at Riverside we now find Waverley is ignoring the established principle that work cannot be carried out until the Environmental Impact assessment and consent procedure have been conducted.

In this regard, with your professional background and expertise, do you personally, unreservedly endorse the position the Council is taking, i.e. that works at Riverside should proceed legitimately without prior EIA?"

The Portfolio Holder for Major Projects and Brightwells gave the following response:-

"My Wylde. Repeating the same thing again and again does not make it correct. Your statement that the SoS screening direction has the effect of confirming that all the five main planning consents for East Street is unlawful is simply and plainly preposterous and incorrect.

The SoS has confirmed that an EIA is required for a new planning application for the car park proposal at Riverside but he made no comment on any other planning permissions. I really do not understand why you believe it does. The existing consents are lawful. The EIA will relate effectively to the car park at Riverside and will not affect the existing planning consents for the new tennis facilities at Riverside or

the main Brightwells scheme which remain extant. The Environmental Statement to accompany the car park application will of course need to look at the cumulative environmental effects on the Riverside and the Brightwells scheme.”

## **PART I - RECOMMENDATIONS TO THE COUNCIL**

### **27. BUDGET MANAGEMENT REPORT – MAY 2014**

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to the financial of business affairs of any particular person (including the authority holding that information)]*

- 27.1 The Executive received a report providing an indication of the expenditure and income position for the 2014/15 budget as at May 2014, compared with the approved budget for the General Fund and the Housing Revenue Account.
- 27.2 The Executive noted the report and RESOLVED that
1. a virement be approved within the HRA of £50,000 from External Decoration cyclical repairs to General Repairs – Fencing;
  2. Major Structural/Damp works within the HRA Capital Programme amounting to £272,000 be approved, as detailed at (Exempt) Annexe 4 to the report, to be met from existing budgets; and
  3. the changes to the schedule of dwellings to be included as open-flued boilers be approved, as detailed at (Exempt) Annexe 5 to the report.

### **Waverley Training Services**

- 27.3 With regard to Waverley Training Services, a surplus of £63,000 is included in the 2014/15 budget. At this stage of the year an improvement from the budget of £30,000 was reflected in the figures at Annexe 1 to the report. Officers remain optimistic about the performance of Waverley Training Services, with strong demand for the courses being reflected in income levels. However, Waverley Training Services (WTS) need to employ a Business Development Officer whose role will be to develop links with employers. Future contract funding will be linked to this relationship with business and is an area where there is not currently the necessary expertise or capacity.
- 27.4 Waverley Training Services continues to perform well with a surplus for the last financial year being the largest surplus ever achieved for the service. The additional post will need to be added to the establishment in order to build effective relationships with businesses in the area. The cost of this post will be £29,673 with on-costs included. It is anticipated that development of this relationship with local businesses is likely to generate significant additional income and the post will, in time, be self-financing.

### Environmental Services Restructure

27.5 Following the Council resolution on 15 April 2014 to proceed with the restructure of the Environmental Services team, a further opportunity has now been identified to both provide additional resilience to the team, and to deliver a further saving of £21,063 per annum. This is to be achieved by the creation of a single, more senior role entitled Deputy Environmental Services & Parking Manager, in the place of the two recently approved roles of Operational Team Leader and Projects Team Leader. The Council is requested to approve this change to the establishment.

### Dampness to Council Homes (Cavity Walls)

27.6 Due to the sustained wet weather over the winter period, 100 council homes were identified as having significant problems. The problem has not resolved itself with the drier weather. Following further investigations, it has been discovered that these properties have been suffering from water ingress through the cavity walls. The saturated brickwork acted as a sponge and water penetrated the cavity, soaking the insulation and internal wall.

27.7 It is recommended that the insulation fill be removed urgently to allow the cavity to dry out. The estimated cost for the removal works is £100,000, which can be funded from the HRA capital planned maintenance budget (Damp Proofing budget). Officers will report back to a future meeting of the Executive with the cost of the remedial works.

27.8 Approval is sought to include open-flued boiler works amounting to £105,600 in place of exclusions of the same figure. The list at (Exempt) Annexe 1 replaces the list of properties included in the original budget as subsequently, some properties have been found not to require the heating upgrade and can be replaced by other properties requiring the work.

### Stock Remodelling

27.9 The Rolston House project has reached the half way point with expected completion on site by the end of November 2014. The core project at Rolston House is to remodel the scheme from bedsits with shared facilities to self-contained one-bedroom flats. The contractor is performing well and has successfully managed a number of challenges. The disruption to tenants is substantial, although there have only been a few complaints. To prevent the tenants going through similar disruption in future years, it is being recommended that safety work to the communal areas is incorporated into the current work programme. It is being recommended that the following works, with an estimated total cost of £360,000, will be funded from existing capital budgets allocated for this purpose in the 2014/15 capital programme, totalling £310,000 plus up to an additional £50,000 which is requested as a supplementary capital estimate funded from the stock improvement reserve.

#### Existing budget

- Fire safety works - £87,500
- Sheltered housing doors - £22,500
- Remodelling works - £100,000

- Fire wall works - £50,000
- Asbestos budget - £50,000

Additional budget required

- Potential additional fire protection works - up to £50,000

### Land Charges

27.10 Land Charge income has remained strong during April and May, with significant additional income projected if the local housing market remains strong for the remainder of the year. However, officers are assessing the impact of the recently announced proposals to change the land charge regime and they will report to Members as appropriate. (Exempt) Annexe 2 sets out details of the latest position with the property searches litigation that has been progressing in recent years.

27.11 The Executive now

### **RECOMMENDS that**

- 9. a programme of works to remove the saturated cavity fill from Council homes commences as soon as possible, at an estimated cost of £100,000 and to be funded from the HRA (damp-proofing budget), and that officers present a report to a future meeting on the options and costs to carry out the follow-up remedial works;**
- 10. safety works required at Rolston House costing £310,000 should be undertaken in 2014/15, funded from existing 2014/15 planned maintenance budgets, as detailed in paragraph 27.9 above;**
- 11. a supplementary capital estimate is approved, funded from the Stock Improvement Reserve, of up to £50,000 to enable additional fire protection works at Rolston House to be undertaken at the same time as the safety works identified in Recommendation 10 above;**
- 12. the changes to the staffing establishment in Waverley Training Services and in the Environmental Services Team be approved, as set out in paragraphs 27.3-27.5 above; and**
- 13. the recommendations set out in (Exempt) Annexe 2 to the report be approved.**

*[Reason: To provide an indication of the expenditure and income position for the 2014/15 budget as at May 2014 compared with the approved budget for the General Fund and the Housing Revenue Account].*

### Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

28. PROPOSED LIST OF BUILDINGS OF TOWNSCAPE, LANDMARK OR LOCAL HISTORIC MERIT IN WONERSH, SHAMLEY GREEN AND BLACKHEATH AND TWO ADDITIONAL PROPERTIES IN HASLEMERE AND FARNHAM

- 28.1 The designation as a Building of Local Merit (BLM) is a recognition that buildings, though not meeting the national criteria for statutory listing, are nevertheless of local historic or architectural interest. This will allow their significance to be taken into account when the Council undertakes pre-application discussions and in the determination of planning applications.
- 28.2 The procedure for identifying and assessing potential BLM was agreed by the Executive in June 2011. The Executive resolved that:-
- i. the Planning Projects Team support Parish and Town Councils in the identification, recording and consultation/notification process for the new Buildings of Local Merit (BLM); and
  - ii. all new buildings recommended to be placed on the list of BLM be presented through the normal Executive process for adoption by the Council.
- 28.3 Wonersh is the second Parish Council, following Cranleigh, to request that Waverley Borough Council agrees a list of local buildings to be adopted as BLM. This request is the result of a twenty-month project and builds on work already carried out by local residents to identify buildings of local interest.
- 28.4 A working group made up of parish council members and local historians met regularly with Waverley officers. During these meetings discussion took place on the aims of the project, the criteria to be met for a building to be considered one of local merit and the process of identification, consultation and adoption. The project was then advertised to the wider community through the parish newsletter and the parish website. Local residents were invited to contact the working group with nominations and information on buildings they thought should be assessed.
- 28.5 Wonersh Parish Council submitted their first group of proposed BLMs in March 2013. These buildings were adopted by Council on 15 October 2013. This report relates to the second phase of buildings.
- 28.6 Officers also continue to monitor buildings at risk in the Borough. Where it is thought that a potential building of local merit is at risk from development pressure it is considered prudent to recommend these buildings be adopted as BLM. This is in order that any future development affecting their interest can be managed in order to safeguard the important contribution they make to the character of the Borough.
- 28.7 Two buildings that are considered by officers to meet the criteria for BLMs have been identified as under pressure from future development; the former Heron Court, 39 Ford Lane, Farnham GU10 4SF and the Haslemere Police Station GU27 2AB. The Haslemere Police Station is the subject of an informal 'Key Design Principles' document, which is supportive of finding a

productive new use for the site (subject to Local Plan Policies), whilst focusing on the retention of the façade of the existing building.

- 28.8 The assessment of potential BLM followed the criteria that were agreed by the Executive in 2011. These identified the characteristics and qualities expected of a candidate building, depending in part on the age of the building and the extent to which it has been altered.
- 28.9 The consultation for the buildings in Wonersh and Shamley Green was carried out by Wonersh Parish Council. A consultation letter was sent to the owners/occupiers of each suggested building, together with an information sheet, "What BLM status might mean for you" and the list of criteria. The consultation process was undertaken between December 2012 and February 2013 and the responses were considered by the working group in March 2013. The parish council agreed the nominations in September 2013. There were several positive responses and no negative responses. All buildings are in private ownership.
- 28.10 Once the consultation period ended the additional list of 7 buildings was reviewed by Waverley officers. All buildings were found to meet a relevant criterion. This list and the document containing the specific assessment for each of the proposed BLM can be seen at [Annexe 3](#).
- 28.11 For those two buildings identified by officers, a consultation letter was sent to the owners on 15 April. The owners were asked to make comment by 19 May. Officers received notification from owners of both properties that the letter had been received but no specific comments were made regarding the proposal to adopt the buildings as of local merit.
- 28.12 Ward Councillors were informed when the project began in September 2011. The finalised list for the second group of buildings in Wonersh and Shamley Green was agreed by the working group and Waverley officers. Ward Councillors have been kept updated throughout the project. Their views on this additional list have been sought. With regard to the two buildings recommended by officers, Ward Councillors were informed prior to the consultation letters being sent to the owners.
- 28.13 The Executive therefore

**RECOMMENDS that**

- 14. the additional list of Buildings of Local Merit in Wonersh, Shamley Green and Blackheath be adopted; and**
- 15. the former Haslemere Police Station, Haslemere and Heron Court, 39 Ford Lane, Farnham be adopted as buildings of local merit (BLM).**

*[Reason: To seek approval of the expanded List of Buildings of Townscape, Landmark or Local Historic Merit for Wonersh, Shamley Green and Blackheath and to agree that two buildings of local merit in Farnham and Haslemere be adopted].*

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

29. EXCLUSION OF PRESS AND PUBLIC

At 7.28 p.m. it was

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

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

30. DISPOSAL OF PROPERTY

The Executive considered a report on this matter, attached as (Exempt) Annexe 4 and now

**RECOMMENDS that**

**16. the recommendations set out in (Exempt) Annexe 4 be agreed.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

**Part II – Matters of Report**

31. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to amending the portfolio holder for the Carbon Management Plan to Cllr Tom Martin.

32. HASCOMBE NEIGHBOURHOOD PLAN AREA APPLICATION

RESOLVED that the neighbourhood area application from Hascombe Parish Council be approved for the purposes of the Hascombe Neighbourhood Plan.



*[Reason: To seek approval of the neighbourhood area application from Hascombe Parish Council for the purposes of the Hascombe Neighbourhood Plan]*

33. RECYCLING IMPROVEMENT ACTION PLAN

RESOLVED that

1. the Recycling Improvement Action Plan be approved, as set out at Annexe 1 to the agenda report; and
2. officers be asked to provide a report on progress against the Action Plan to the January 2015 meeting of the Executive.

*[Reason: To endorse the Recycling Improvement Action Plan and to note the range of initiatives which are either in progress or could be pursued to further increase recycling levels and reduce residual waste]*

34. HOMELESSNESS STRATEGY UPDATE

RESOLVED that the Executive note the progress in meeting the year one targets of Waverley's Homelessness Strategy Action Plan.

*[Reason: To note the progress in meeting the year one targets of Waverley's Homelessness Strategy Action Plan]*

35. PERFORMANCE MANAGEMENT REPORT - Q4 (JANUARY – MARCH 2014) AND END-OF-YEAR OUTTURN 2013/14

RESOLVED that

1. the performance figures for Quarter 4 2013/14 (January - March 2014) and end-of-year outturn as set out at Annexe 1 be noted; and
2. the Overview & Scrutiny Committees be thanked for their observations regarding the Quarter 4 performance.

*[Reason: To note the performance figures for Quarter 4 2013/14 (January - March 2014) and end-of-year outturn]*

36. DEVELOPMENT OF FORMER GARAGE SITE AT MIDDLEFIELD ROAD, FARNHAM AND A COUNCIL PROPERTY AT BRIDGE ROAD, HASLEMERE – APPROVAL TO SUBMIT PLANNING APPLICATIONS

RESOLVED that approval be given to the submission of planning applications to enable the delivery of four new affordable homes at Middlefield in Farnham and two new affordable homes at Bridge Road in Haslemere.

*[Reason: To seek approval of the submission of planning applications to enable the delivery of new affordable homes.]*

37. PROPOSED CHANGE OF USE OF GUEST ROOM INTO ACCOMMODATION TO BE LET WITHIN BLUNDEN COURT, BRAMLEY

RESOLVED that the change of use of a guest room at Blunden Court Sheltered Scheme, to provide an additional bedsit as permanent accommodation, be approved, with the minor works to be funded from the Stock Remodelling Reserve.

*[Reason: To seek approval to change the use of a guest room to additional bedsit as permanent accommodation.]*

38. PURCHASE OF FORMER COUNCIL PROPERTY IN BRAMLEY

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-*

*Information relating to the financial of business affairs of any particular person (including the authority holding that information)]*

RESOLVED that

1. the property identified in (Exempt) Annexe 1 of the agenda report be purchased, subject to final agreement by the Director of Finance and Resources and the Portfolio Holder for Finance; and that
2. the purchase be subject to a satisfactory structural survey and funded from HRA capital receipts.

*[Reason: To seek approval to purchase a former Council property in Bramley that was purchased under the Right to Buy]*

The meeting commenced at 6.45 p.m. and concluded at 7.31 p.m.

Chairman