

To: All Members of the Council

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Date: 3 October 2014

Dear Councillor

COUNCIL MEETING – 14 OCTOBER 2014

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 14 OCTOBER 2014** at **7.00 p.m.** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

This meeting will be webcast from the conclusion of Informal Question Time and can be viewed by visiting www.waverley.gov.uk

INFORMAL QUESTION TIME

The Mayor to receive any informal questions from members of the public (for a maximum of 15 minutes), before the start of the formal meeting.

AGENDA

1. MINUTES

To confirm the Minutes of the Council Meeting held on 15 July 2014 and of the Extraordinary Council Meeting held on 12 August 2014 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer the following questions from members of the public, received in accordance with Procedure Rule 10:-

i. from Mr David Wylde of Farnham

“In January 2013, Waverley promised the East Street Scheme was ‘shovel ready’, at the insistence of the inspectors at the public enquiry. Last month, 19 months later, we were told the scheme will ‘soon be shovel ready’. How soon is soon, or will the date continue to recede as the months pass, and could both councillors and the people of Farnham be given a clear factual picture, shorn of softly worded euphemistic wishful thinking; both of this situation and of how the search for funding is going?”

ii. from Mr Jerry Hyman of Farnham

“Housing development within the visitor catchment areas of the local heathland SPAs is subject to the requirements of the 'Habitats' Directive and the 'Waddenzee judgement', through paragraphs 113, 118 and 119 of the NPPF. Together these demand either (i) an Appropriate Assessment providing "convincing" objective scientific evidence that the habitat and endangered bird population objectives will not be negatively impacted, or (ii) that a strict limitation on housebuilding will be applied through Article 6(4).

Natural England's stated position was that the test of the lawfulness of the current SANG and Delivery Framework approach would be in achieving no net increase in visitor numbers to the TBHSPA, but that test was failed when their recently-published 2012/2013 Visitor Survey of the Thames Basin Heaths showed that visitor numbers had increased by 10% since their 2005 survey. In short, the evidence shows that the SANG and Delivery Framework approach is ineffective.

So in the light of the results of the recent SPA and SANG Visitor Surveys, is Waverley able to provide Councillors and the public with the necessary Assessment containing convincing objective evidence that Natural England's controversial approach (i.e. the Delivery Framework and the arbitrary designation of existing open space as SANGs) is sufficient to satisfy the tests of the **Waddenzee** judgment and Article 6(3) of the Directive - and if not, will WBC now apply the Art.6(4) limitation when determining relevant plans and projects?”

[NB. Questions from members of the public express personal views of the questioners and Waverley does not endorse any statements of fact or opinion in any way and they do not reflect the views of Waverley Borough Council.]

6. QUESTION TIME

To answer any questions received in accordance with Procedure Rule 11.2.

7. MOTIONS

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

8. MINUTES OF THE EXECUTIVE AND COMMITTEES

(a) To receive the minutes of the meetings of the Executive held on:-

(i) 2 September 2014 (herewith - coloured grey); and

(ii) 30 September 2014 (herewith – coloured grey);

(b) To receive the minutes of the meetings of the Joint Planning Committee held on:-

(i) 27 August 2014 (herewith – coloured yellow);

(ii) 22 September 2014 (herewith – coloured yellow); and

(iii) 24 September 2014 (herewith – coloured yellow);

(c) To receive the minutes of the Licensing and Regulatory Committee held on

(i) 24 July 2014 (herewith – coloured bright green); and

(ii) 18 September 2014 (herewith – coloured bright green); and

(d) To receive the minutes of the meeting of the Audit Committee held on 17 September 2014 (herewith – coloured lilac).

9. APPOINTMENT TO THE AUDIT COMMITTEE

To agree the appointment of Cllr Jenny Else to the Audit Committee for the remainder of the Council year following the resignation from Cllr Jennifer O'Grady from the Committee.

10. EXCLUSION OF PRESS AND PUBLIC

To consider the following motion, to be moved by the Mayor, where appropriate:-

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

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MINUTES of the MEETING of the
WAVERLEY BOROUGH COUNCIL
held in the Council Chamber,
Council Offices, Godalming on
15 July 2014 at 7.00 p.m.

* Cllr Liz Wheatley (Mayor)

* Cllr Mike Band (Deputy Mayor)

- | | |
|------------------------------|---------------------------|
| * Cllr Brian Adams | * Cllr Nicky Lee |
| * Cllr Stella Andersen-Payne | * Cllr Denis Leigh |
| Cllr Gillian Beel | Cllr Peter Martin |
| * Cllr Patrick Blagden | * Cllr Tom Martin |
| * Cllr Maurice Byham | * Cllr Bryn Morgan |
| Cllr Elizabeth Cable | * Cllr Stephen Mulliner |
| Cllr Carole Cockburn | * Cllr David Munro |
| Cllr Jim Edwards | * Cllr Elliot Nichols |
| * Cllr Brian Ellis | Cllr Jennifer O'Grady |
| * Cllr Patricia Ellis | Cllr Stephen O'Grady |
| * Cllr Jenny Else | * Cllr Donal O'Neill |
| * Cllr Mary Foryszewski | * Cllr Julia Potts |
| * Cllr Pat Frost | Cllr Wyatt Ramsdale |
| * Cllr Richard Gates | Cllr Stefan Reynolds |
| Cllr Michael Goodridge | * Cllr Ian Sampson |
| * Cllr Tony Gordon-Smith | * Cllr Janet Somerville |
| Cllr Lynn Graffham | Cllr Roger Steel |
| Cllr Jill Hargreaves | Cllr Stewart Stennett |
| Cllr Christiaan Hesse | * Cllr Christopher Storey |
| * Cllr Stephen Hill | Cllr Adam Taylor-Smith |
| Cllr Nicholas Holder | * Cllr Jane Thomson |
| * Cllr Simon Inchbald | * Cllr Simon Thornton |
| Cllr Peter Isherwood | Cllr Brett Vorley |
| Cllr Diane James | * Cllr John Ward |
| * Cllr Carole King | * Cllr Keith Webster |
| * Cllr Robert Knowles | * Cllr Ross Welland |
| * Cllr Martin Lear | * Cllr Nick Williams |

* Cllr Andrew Wilson

* Present

Prior to the commencement of the meeting, prayers were led by the
Reverend Canon Mervyn Roberts.

12. MINUTES

The Minutes of the Annual Meeting of the Council held on 13 May 2014 were confirmed and signed.

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Gillian Beel, Elizabeth Cable, Carole Cockburn, Jim Edwards, Michael Goodridge, Lynn Graffham, Jill Hargreaves, Nick Holder, Peter Isherwood, Diane James, Peter Martin, Jennifer O'Grady, Stephen O'Grady, Wyatt Ramsdale, Stefan Reynolds, Roger Steel, Stewart Stennett, Adam Taylor-Smith and Brett Vorley.

14. DECLARATIONS OF INTEREST

There were no interests raised under this heading.

15. MAYOR'S ANNOUNCEMENTS

The Mayor reported to the Council that she had already attended 62 events in her time as Mayor, including the Royal Garden Party, meeting the Countess of Wessex at the Holycross Hospital in Haslemere and the turning of the first turf in her ward of Binscombe for the delivery of 9 affordable houses.

The Mayor reminded councillors of the fundraising concert which was taking place at Charterhouse School on 18 October and encouraged everyone to attend. She also asked councillors to think about volunteers to invite to the Volunteers Party on a date yet to be confirmed in October.

The Mayor went on to congratulate Cllr Maurice Byham on his anniversary of 20 years continuous service to Waverley Borough Council.

16. QUESTIONS FROM MEMBERS OF THE PUBLIC

The following question was received in accordance with Procedure Rule 10 from Mr Jerry Hyman of Farnham:-

"Madam Mayor, the previous Mayor's response to my Formal Question re East Street at February Council included the claim that,

"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 ..."

However the Ruling of the Court of Justice in case C-215/06 *Commission v Ireland* determined how planning authorities must interpret and apply the law, specifying that (and I quote),

"...unless the applicant has applied for and obtained the required development consent and has first carried out the environmental impact assessment when it is required, he cannot commence the works relating to the project in question..."

"The competent authorities are therefore obliged to take the measures necessary to remedy failure to carry out an environmental impact assessment, for example the revocation or suspension of a consent already granted in order to carry out such an assessment..."

Madame Mayor, now that you are aware of that Ruling, do you personally accept that this Council is bound by it?"

Prior to the Leader responding to the question, the Mayor informed Mr Hyman that the response would in no way be given as a personal assurance from any individual member of the Council. The Leader continued:-

“Thank you for your question. The case from which you have selectively quoted concerns a finding of the European Court of Justice that Ireland has failed to fulfil its obligations under a European Directive. The Republic of Ireland had put in place through its legislation a ‘retention permission’ system that allowed the regularisation of unauthorised development. The UK does not operate a ‘retention permission’ system. The Directive states that it is necessary for planning authorities to take effects on the environment into account at the earliest possible stage in all the technical planning and decision-making processes, and the Republic of Ireland had failed to do this. The Council accepts that this is the requirement of the Directive. I refer you also to previous answers to similar questions.”

17. MINUTES OF THE EXECUTIVE

17.1 Meeting of 3 June 2014

It was moved by the Chairman of the Executive, duly seconded and

RESOLVED that the Minutes of the Meeting of the Executive held on 3 June 2014 be approved and the recommendations contained therein adopted.

17.2 Meeting of 8 July 2014

The Leader informed the Council that Minute No. 38 would be dealt with in Part I as new Minute No. 30A and drew the Council’s attention to a new Annexe 5 which had been tabled setting out the details of the decision to be taken.

It was moved by the Chairman of the Executive, duly seconded and

RESOLVED that the Minutes of the Meeting of the Executive held on 8 July 2014 be approved and the recommendations contained therein adopted.

18. MINUTES OF THE JOINT PLANNING COMMITTEE

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Joint Planning Committee held on 28 May 2014 be approved.

19. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Licensing and Regulatory Committee held on 29 May 2014 be approved.

10

20. MINUTES OF THE AUDIT COMMITTEE

It was moved by the Chairman of the Committee, duly seconded and

RESOLVED that the Minutes of the Meeting of the Audit Committee held on
25 June 2014 be approved.

21. CONTINUING ABSENCE

The Council approved the continued absence until 31 December 2014 of
Cllr Lynn Graffham who had been unwell in recent months and sent her their
best wishes.

The meeting concluded at 7.38 p.m.

Mayor

MINUTES of the EXTRAORDINARY
MEETING of the WAVERLEY
BOROUGH COUNCIL held in the
Council Chamber, Council Offices,
Godalming on 12 August 2014 at
7.00 p.m.

Cllr Liz Wheatley (Mayor)

* Cllr Mike Band (Deputy Mayor)

- | | |
|----------------------------|---------------------------|
| * Cllr Brian Adams | Cllr Nicky Lee |
| Cllr Stella Andersen-Payne | * Cllr Denis Leigh |
| Cllr Gillian Beel | * Cllr Peter Martin |
| * Cllr Patrick Blagden | * Cllr Tom Martin |
| * Cllr Maurice Byham | * Cllr Bryn Morgan |
| * Cllr Elizabeth Cable | * Cllr Stephen Mulliner |
| * Cllr Carole Cockburn | Cllr David Munro |
| * Cllr Jim Edwards | * Cllr Elliot Nichols |
| * Cllr Brian Ellis | Cllr Jennifer O'Grady |
| * Cllr Patricia Ellis | * Cllr Stephen O'Grady |
| * Cllr Jenny Else | * Cllr Donal O'Neill |
| * Cllr Mary Forszewski | * Cllr Julia Potts |
| Cllr Pat Frost | * Cllr Wyatt Ramsdale |
| Cllr Richard Gates | * Cllr Stefan Reynolds |
| * Cllr Michael Goodridge | Cllr Ian Sampson |
| * Cllr Tony Gordon-Smith | Cllr Janet Somerville |
| Cllr Lynn Graffham | * Cllr Roger Steel |
| * Cllr Jill Hargreaves | * Cllr Stewart Stennett |
| * Cllr Christiaan Hesse | * Cllr Christopher Storey |
| * Cllr Stephen Hill | Cllr Adam Taylor-Smith |
| * Cllr Nicholas Holder | * Cllr Jane Thomson |
| Cllr Simon Inchbald | * Cllr Simon Thornton |
| * Cllr Peter Isherwood | Cllr Brett Vorley |
| * Cllr Diane James | * Cllr John Ward |
| * Cllr Carole King | * Cllr Keith Webster |
| * Cllr Robert Knowles | Cllr Ross Welland |
| Cllr Martin Lear | * Cllr Nick Williams |

* Cllr Andrew Wilson

* Present

22. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Mayor, Cllr Liz Wheatley and Councillors Stella Andersen-Payne, Gillian Beel, Pat Frost, Richard Gates, Lynn Graffham, Simon Inchbald, Martin Lear, Nicky Lee, David Munro, Jennifer O'Grady, Ian Sampson, Janet Somerville, Adam Taylor-Smith, Brett Vorley and Ross Welland.

23. DECLARATIONS OF INTEREST

There were no interests raised under this heading.

24. MINUTES OF THE SPECIAL EXECUTIVE HELD ON 12 AUGUST 2014

It was moved by the Chairman of the Executive and duly seconded that the Minutes of the Special Meeting of the Executive held on 12 August 2014 be approved and adopted. The minutes were tabled at the meeting and all Members of the Council had previously received the full reports considered at the Executive as Appendices A and B.

i. Consultation on Potential Housing Scenarios and other issues for the Waverley Borough Local Plan (Minute No. 41)

It was moved and seconded that Recommendation 17 be amended by the addition of the following words at the end of the existing wording

“...and at the end of the process the final plan be submitted to a referendum for our residents”.

Upon being put to the vote the amendment was LOST.

Cllr Diane James asked that her vote against substantive Recommendation 17 be recorded.

It was then further moved that Recommendation 18 be amended to ensure that the information relating to the housing levels at Cranleigh and Dunsfold be separated out and figures of population for all locations be made available in the Scenarios and Other Issues paper. The Leader agreed that this information could be provided within the paper, without the need for a formal amendment to be moved and the Council was in agreement. Councillors were advised that any proposals for alternative scenarios should be raised by completing the appropriate sections of the feedback form.

RESOLVED that the Minutes of the Meeting of the Special Executive held on 12 August 2014 be approved and the recommendations contained therein adopted.

The meeting concluded at 8.03 p.m.

Mayor

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 2 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 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

39. MINUTES

The Minutes of the Meeting held on 8 July 2014 and of the Special Meeting held on 12 August 2014 were confirmed and signed.

40. DECLARATION OF INTERESTS

There were no declarations of interest raised under this heading.

41. QUESTIONS

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

- i. from Mr David Beaman of Farnham:

“On 31 July the Department of Communities and Local Government issued a 98 page consultation document outlining a number of proposed changes to “improve” the planning system with a closing date of 26 September for representations to be made. Since a number of the proposed changes are significant what action is WBC taking to make Town and Parish Councils and individual residents aware of the implications of the proposed changes and seek their views and opinions for inclusion in any representation that WBC submits?”

As Mr Beaman was not able to attend the meeting in person to ask his question, the following written response was sent:-

“Waverley Council is a consultee on this document and a response will be sent by the Council before the deadline of 26 September. A copy of our response will be placed on the website.

It is the Government’s consultation and they would have decided who to consult. It is open for you or any other individual or body to respond to the consultation yourselves.”

- ii. from Mrs Kathy Smyth of Milford:

“Please can the Council confirm:-

The number of residential units in Waverley to which the Council has given prior approval pursuant to the changes introduced to Permitted Development rights in May 2013 allowing for the change of use of buildings from B1 (a) (offices) to C3 (dwelling houses) to date and the number of residential units for which prior approval for change of use has been applied for but not yet granted.”

The Portfolio Holder for Planning gave the following response:-

“As of 21 August 2014, the total number of residential units permitted under the prior approval change of use from Offices to Dwellings is 192 and the number of residential units for these applications still awaiting a decision amounts to 29.

- iii. from Mr David Wylde of Farnham:

“A letter in the Herald of 15th August 2014 asked a series of questions about East Street, CNS and Waverley. When will the Council reply?”

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

“I must admit I have not seen the letter you refer to but generally, this Council does not deal with its official business through the local media and letter pages of local papers and therefore I will not be responding to the question.”

PART I - RECOMMENDATIONS TO THE COUNCIL

42. PURCHASE OF FORMER COUNCIL PROPERTY IN FARNHAM

[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)]

- 42.1 On 2 July 2013, the Executive agreed a framework for the purchase of land or property by the Council and set criteria for purchasing former Council properties.
- 42.2 The owner of a three-bedroom property in Farnham purchased their property four years ago from the Council. They now wish to sell their property but there is a clause within the transfer that if they sell within 10 years of the purchase they have to offer the Council the right of first refusal to purchase the property. They will also have to pay back a small proportion of their discount as they are selling within 5 years of the purchase.

- 42.3 This property has been valued by the Valuation and Estates Team at £220,000. Details of the property are contained at (Exempt) Annexe 1 to this report.
- 42.4 There are currently 197 applicants on the Housing Register with a 3-bedroom need, of which 46 households currently living in Farnham. The property is in good condition throughout and therefore only health and safety checks would be required.
- 42.5 The cost of the purchase and repair of this property would be met from the New Affordable Homes Budget reserve for 2014/15 and falls within the threshold set by the framework.
- 42.6 The Executive now

RECOMMENDS that

- 17. the property identified in (Exempt) Annexe 1 be purchased, subject to final agreement by the Executive Director and Portfolio Holder for Finance; and**
- 18. the purchase be subject to a satisfactory structural survey and be funded from the New Affordable Homes capital programme from the various contributing resources, as appropriate.**

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

Background Papers

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

43. SCHEME OF DELEGATION – HOUSING OPTIONS

- 43.1 Part 7 of the Housing Act 1996 places a general duty on the Council to ensure that advice and information about homelessness, and preventing homelessness, is available to everyone in the Borough free of charge. The Act also requires the Council to assist individuals and families who are homeless or threatened with homelessness and who apply to the Council for assistance.
- 43.2 The Council must ensure that suitable accommodation is available for people who have priority need, if they are eligible for assistance and unintentionally homeless. This is known as the main 'Homelessness Duty'. The Council can provide accommodation from within its own housing stock, or it can arrange for it to be provided by another landlord, for example, a housing association or a landlord in the private-rented sector.

- 43.3 The Council must give proper consideration to all applications for housing assistance, and if it has reason to believe that an applicant may be homeless or threatened with homelessness, the Council must make inquiries to see whether it owes them any duty under Part 7 of the 1996 Act.
- 43.4 Where authorities have reason to believe an applicant may be homeless or threatened with homelessness and make inquiries into the case, they must give the applicant written notification of their decision on the case, and the reasons for it insofar as it goes against the applicant's interests. Applicants can ask the Council to review most aspects of its decisions, and, if still dissatisfied, an applicant can appeal to the County Court. The County Court can confirm or quash the Council's decision.
- 43.5 All of the above, together with other functions and powers, are contained within Part 7 of the 1996 Act. At present the Council's Scheme of Delegation to Officers does not cover the entirety of the functions contained in Part 7, which it should do in order to enable Officers to carry out the Council's functions in accordance with the Homelessness Duty.
- 43.6 It is therefore proposed that a new paragraph '131b' be inserted into the Scheme of Delegation in order to delegate those functions, as follows:

"131b. Authority to discharge the duties and functions of the Council under Part 7 of the Housing Act 1996, having regard to published guidance, including in relation to:

- (a) the publication of a housing allocation scheme and the administration of that scheme including nominations to registered providers of social housing, transfers;
- (b) the provision of housing advice and assistance;
- (c) all matters relating to homelessness and the prevention of homelessness and people in housing need; and
- (d) authority to undertake a review of any decision taken under delegated power paragraph 131b above and to nominate other appropriate officers to carry out such reviews.

Responsible Officers – Head of Housing Delivery and Strategy; Housing Needs Manager; Housing Options Manager."

- 43.7 The Executive now

RECOMMENDS that

- 19. the Scheme of Delegation be amended to delegate the Council's functions under Part 7 of the Housing Act 1996, as set out in paragraph 43.6 above.**

[Reason: To update the scheme of delegation in accordance with the Housing Act 1996]

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

44. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted, subject to the format of the programme being improved and revised for the next meeting and to the addition of an item on the Brightwells Scheme, with the earliest anticipated date of November 2014.

45. BUDGET MANAGEMENT REPORT – JUNE 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)]

RESOLVED that the following be approved:-

1. the sum recovered from HM Revenue and Customs of £55k be transferred to the Revenue Reserve Fund;
2. the Microfiche Scanning Project in the sum of £48,000 as detailed in paragraph 3.5 and Annexe 2, to be met from the Planning Delivery Grant £21k and the urgent schemes capital budget £27k;
3. the allocation of £30,000 to the Museum of Farnham scheme from the Provision for Urgent Schemes as detailed in paragraph 3.6;
4. the HRA work to be undertaken as detailed in (Exempt) Annexe 5;
5. the proposal regarding bathroom pod as detailed in (Exempt) Annexe 6;
6. the drawdown of £10k from the Homelessness Prevention Fund as detailed in paragraph 4.11 of the report;
7. the supplementary estimate of £225k from the New Affordable Homes reserve as detailed in paragraph 4.12 of the report;
8. the purchase of subsequent batches of garden waste bins as triggered by additional demand up to the threshold of 12,000, as set out in paragraph 2.4 of the report, to be funded from the unbudgeted additional income arising from the service; and

9. a virement from the additional planning income to cover a dedicated planning lawyer at the appropriate grade, on a one-year fixed term contract.

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

46. TREASURY MANAGEMENT PERFORMANCE

RESOLVED that

1. the Treasury Management Performance for 2013/14 and 2014/15 to date be noted; and
2. the approach to Treasury Management activity be endorsed.

[Reason: To summarise Waverley's investment performance for the year 2013/14 and the period 1 April 2014 to date]

47. CONSULTATION ON THE DRAFT GUILDFORD LOCAL PLAN STRATEGY AND SITES

RESOLVED that the response to the consultation from Guildford Borough Council be agreed as set out in Annexe 2 to the report.

[Reason: To seek approval for the proposed response to the Guildford Borough Council consultation on the draft local plan strategy and sites]

48. DRAFT ENFORCEMENT POLICY FOR REGULATORY SERVICES AT WAVERLEY

RESOLVED that

1. the draft Waverley Borough Council Enforcement Policy for Regulatory Services be agreed as a basis for consultation; and
2. the timetable outlined in the report be agreed for consulting on and setting the policy.

[Reason: To approve the draft Enforcement Policy for Regulatory Services for the purpose of consultation]

49. CRANLEIGH TOWN TEAM – ADJUSTMENT TO SPENDING PLAN

RESOLVED that Cranleigh Town Team's amended spending plan be approved.

[Reason: To seek approval to change the Cranleigh Town Team's spending plans]

50. HOUSING DELIVERY BOARD ANNUAL REPORT

RESOLVED that the work carried out by the Housing Delivery Board in 2013/14 endorsed.

[Reason: To receive a summary of the work carried out by the Housing Delivery Board in 2013/14]

51. PROPERTY MATTERS

[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. a lease be granted to Farnham Town Youth Football Club for a period of 15 years, on terms and conditions described in (Exempt) Annexe 1A to the report, with other terms and conditions to be agreed by the Estates and Valuation Manager;
2. the existing lease to the Godalming Lawn Tennis Club between the parties dated 1 May 2005 be surrendered and a new lease of a maximum term of up to 30 years be granted upon the terms proposed in (Exempt) Annexe 2A;
3. a licence be granted to the Haslemere Preparatory School Trust for the land outlined in red on the plan at Annexe 3 for a period of 10 years, on terms and conditions as set out in (Exempt) Annexe 3A, with other terms and conditions to be agreed by the Estates and Valuation Manager;
4. Waverley enters into a 10-year management agreement with the National Trust to manage the land shown outlined on the plan at Annexe 4 in connection with Waverley's adjoining land; and
5. the land at Moons Hill, shown outlined in red on the plan at Annexe 5, be offered for sale on the open market on the terms and conditions as set out in (Exempt) Annexe 5A and with other terms and conditions to be agreed by the Estates and Valuation Manager.

[Reason: To consider a number of property-related issues in the Borough]

52. OUTSTANDING DEBTS WRITE-OFF FOR DECISION

[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, under Financial Regulation D203, the debts put forward for write-off as listed in the (Exempt) Annexe to the agenda report, be approved.

[Reason: To seek approval to write-off irrecoverable bad debts]

The meeting commenced at 6.45 p.m. and concluded at 7.19 p.m.

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 30 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 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

53. MINUTES

The Minutes of the Meeting held on 2 September 2014 were confirmed and signed.

54. APOLOGY FOR ABSENCE

An apology for absence was received from Cllr Julia Potts and the Executive sent their best wishes to her for a speedy recovery after a recent accident.

55. DECLARATION OF INTERESTS

Cllr Adam Taylor-Smith declared a non-pecuniary interest in Agenda Item 14: Proposal for Joint Investment Project to Enable Development of Affordable Housing in Farnham. Due to the nature of the interest, Cllr Taylor-Smith withdrew from the Chamber during consideration of this item and did not take part in the decision.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

56. BUDGET MANAGEMENT AND MID-YEAR BUDGET REVIEW

[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)]

56.1 The Executive considered and noted the budget management report which provided a projection of the expenditure and income position for the 2014/15 budget compared with the approved budget as well as a mid-year budget review. The Executive

RESOLVED that

1. the mid-year revenue budget projection be accepted and it be acknowledged that no immediate action was required for 2014-15 at this stage;
 2. the funding for responsive fencing work of £50,000 from the Cyclical Maintenance budget and £150,000 from the HRA Repairs Fund balance be approved, as described in paragraph 4.3 of the agenda report;
 3. the £20,000 funding for the Fraud Initiative be approved, vired from the HRA Treasury Management costs budget, as described in paragraph 4.5 of the agenda report;
 4. the additional £100,000 use of the approved HRA damp-proofing budget to undertake removal of cavity fill be approved, as described in paragraph 4.10 of the agenda report;
 5. the list of properties for roof maintenance in (Exempt) Annexe 3 to the agenda report be approved, to be met from the approved HRA roof capital budget;
 6. the submission of a planning application be approved for consent to undertake identified works to resolve parking issues at Upfold Close, Cranleigh; and a budget of £40,000 required for these works be allocated from the approved £80,000 HRA Capital budget for improving parking and infrastructure on estates;
 7. the Executive Director's decision to spend £16,100 on urgent dredging works at Elmbridge Road, Cranleigh be noted and approval given to the allocation of this amount from the urgent capital schemes budget within the General Fund Capital Programme; and
 8. the recommendation set out in (Exempt) Annexe 6 to the report regarding a confidential staffing matter be approved.
- 56.2 On 15 April 2014 the Council agreed a £125,400 budget for the Housing Service Process Improvement Programme. The whole project costs were identified over three financial years. Phase One was met in 2013/14 and a £75,000 budget was approved for expected work in 2014/15. The whole programme has been scoped and the majority of projects will be carried out in 2014/15 and the programme completed in May 2015. Good progress has been made with the delivery of the Responsive Repairs Interface project and Managing Tenancies project. A further three projects are in progress with two more are to start in the Autumn. As a result of this good progress, approval is sought to bring forward £36,000 of the £48,000 that would have been included in the 2015/16 budget in order to progress the programme.

56.3 The Executive therefore

RECOMMENDS that

20. a supplementary estimate in 2014/15 of £36,000 be approved to bring forward approved spend included in the 2015/16 HRA revenue budget in light of the excellent progress being made in the Housing Process Improvement Programme.

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

57. PENSIONS POLICY STATEMENT 2014

57.1 The Local Government Pension Scheme (LGPS) Regulations require all scheme employers to publish and keep under review a written policy statement on how they will apply their discretionary powers in relation to certain provisions of the scheme. The introduction of the new Local Government Pension Scheme from 1 April 2014 requires all scheme employers to review their existing discretionary pension policy statement effective from 1 April 2014. This replaces the Council's Pension Policy Statement of April 2008.

57.2 The Regulations require that in preparing or making revisions to its pension policy statements, the scheme employer must have regard to the extent to which the exercise of any of its policies could lead to a serious loss of confidence in the public service. Under Regulation 60 of the LGPS Regulations 2013 and paragraph 2 (2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, Scheme employers are required to have a policy in relation to five specific discretions.

57.3 This item outlines the pension policy statements that have to be reviewed under the Regulations, together with a recommendation on the policy that should be adopted. Also included is an additional discretionary item regarding late transfer requests which do not form part of the changes to the Pension Scheme which came into effect in April 2014, but it is recommended that the Council's policy on this discretionary item is included in the Pensions Policy for clarity. The decision-making authority for these discretionary functions rests with the Executive and full Council. The revised Pension Policy Statement 2014 is attached as Annexe 1.

57.4 The five specific discretions on which employers are required to have a policy are as follows:

i. Power of employing authority to award additional pension

This provision currently enables an employer to award an additional pension of up to £5,000 per annum to a scheme member. Under the new scheme this amount will be increased to £6,500 per annum from 1 April 2014. The Council previously chose not to apply this power. It is proposed that this decision be continued.

Recommendation: That there should be no change to the Council's existing policy on this provision and Waverley will not apply the discretionary power to award additional pension up to £6,500.

ii. Flexible Retirement

This provision enables an employer to grant permission for an employee who is age 55 or over to receive payment of the pension benefits they have built up and continue working for the Council on a lower level of pay. The Council's current policy is that it will approve requests only when it is in the Council's interests to do so and the request should typically involve a reduction in salary of 40%, either through reduced hours or level of responsibility (grade).

The current policy will be updated to clarify the circumstances in which it would not be in the Council's interests to approve requests.

Recommendation: That there should be no change to the Council's existing policy that it will approve requests only when it is in the Council's interests to do so and the request should typically involve a reduction in salary of 40%, either through reduced hours or level of responsibility (grade).

iii. Early payment of pension provisions at the request of a current employee

Under the current scheme an employer has the discretion to allow an employee to retire voluntarily between the ages of 55-59 and receive immediate payment of their pension benefits. From age 60 the employer's permission is not required. The Council's current policy states: 'Early retirement policy - to consider and decide individual cases on their merits, where this is in the mutual interests of the employee and employer and where other HR policies and other pension provisions are not appropriate. Employer costs of the early payment of pension benefits will be taken into account in all cases.'

Pension benefits payable will normally be reduced. In exceptional cases on compassionate grounds* Waverley may determine that the actuarial reduction will not apply.'

Under the new scheme, employees aged between 55 and 59 will no longer need their employer's permission to retire and receive immediate payment of their pension benefits. However, the pension benefits payable would still be subject to an actuarial reduction to allow for early payment. It is proposed that the policy of waiving the actuarial reduction in exceptional cases on compassionate grounds be retained. There is no definition of compassionate grounds in the Regulations and it is expected that the Council will make an assessment based on objective criteria. It is not expected that this power would be used very often. In the last 6 years there have been no such cases.

Recommendation: That there should be no change to the Council's existing policy on this provision.

iv. Early payment of pension benefits before normal retirement age at the request of a former employee (a deferred member)

The Council's current policy states: 'Deferred members - where a deferred member requests early payment of pension benefits, this will only be agreed on compassionate grounds or to relieve severe financial hardship and where there is no cost to the Council.'

Recommendation: That there should be no change to the Council's existing policy on this provision.

v. Power of employing authority to apply the 85 year rule for scheme members voluntarily retiring between the ages of 55 and 60

The 85 year rule applies to a limited number of eligible staff for pension benefits taken from age 60. Under the 2014 Pension Regulations employees may retire early from age 55 before their normal pension age with retirement benefits taken before age 60 reduced in accordance with guidance issued by the Secretary of State, with the 85 year rule protection not applying.

However, there is a new discretionary power to apply the 85 year rule.

Recommendation: That the discretionary power to apply the 85 year rule for scheme members voluntarily drawing their benefits on or after age 55 and before age 60, should not normally be applied. However, in exceptional circumstances, it may be applied, including waiving any actuarial reduction, where it is in the operational interests of the Council and taking into account the employer's cost arising.

Power of employing authority to increase total membership of active members by up to 10 years.

57.5 This provision has been removed from the new scheme which came into effect in April 2014. The Council's current policy is not to use this power, so its removal will not impact on the Council. Mention of this power will be removed from the Policy.

57.6 The following item does not form part of the changes to the Pension Scheme which came into effect in April 2014, however it is recommended that Waverley's policy on this discretionary item is included in the policy for clarity. Under the LGPS Regulations, transfers of previous pension memberships into the scheme should occur within the first year of scheme service or, in the case of personal pensions, within a year of closing that pension, unless agreement is given by the employing authority to a late transfer request. Due to the risk of future additional cost, to date the Council has not agreed late transfer requests.

Recommendation: that Waverley's policy not to agree to late transfer requests be added to the Pensions Policy, as follows:

'Waverley will not agree requests for transfer of other pensions outside the normal transfer period of the first year of scheme service or, in the case of personal pensions, within a year of closing that pension.'

57.7 The Executive now

RECOMMENDS that

21. the Pension Policy Statement 2014, which replaces the Pension Policy Statement 2008, be approved.

[Reason: To seek approval of the Pension Policy Statement following the introduction of the new Local Government Pension Scheme which required all scheme employers to review their existing discretionary pension policy statement.]

58. HASLEMERE CONSERVATION AREA APPRAISAL

- 58.1 Haslemere is one of 43 Conservation Areas (CA) in Waverley. Currently seven Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet, Godalming Town Centre, Milford and Chiddingfold).
- 58.2 This is the fourth CAA to be completed since 2007, and follows the Godalming Town Centre, Milford and Wheelerstreet documents. Wheelerstreet CAA was a pilot project that helped Waverley formulate a methodology (following the latest English Heritage guidelines) so that the remaining 38 CAAs can be undertaken in a consistent manner.
- 58.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Haslemere CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area. The need to undertake a CAA is set out in the Planning (Listed Building and Conservation Areas) Act 1990 (section 71) and is supported through saved policy HE8 of the Waverley Local Plan.
- 58.4 It is therefore considered pertinent for Waverley to undertake CAAs with the aim to appraise the character of each CA; identify the qualities which should be preserved and enhanced, and produce a management plan to include proposals for enhancement where necessary. This process also allows a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended. The CAA is attached at Annexe 2.
- 58.5 A walkabout was conducted with a Steering Group. This group consisted of Local County, Borough and Town Councillors, relevant officers of Surrey County Council and Waverley Borough Council, representative of the local Chamber of Commerce and local amenity society. Various meetings were held to discuss the content of the CAA and identify environmental enhancement projects for the Management Plan section.

58.6 A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions. The consultation started on 14 April 2014 for six weeks, ending on 26 May 2014. The following methods to inform the public of the consultation included:

- Letter to all residents in the CA
- Letter for key stakeholders including:
 - Town Council
 - Surrey County Council
 - Amenity Society
 - Chamber of Commerce
 - Statutory consultees (English Heritage, Natural England and Environment Agency)
 - Relevant internal Waverley officers
 - Local Councillors

58.7 31 responses were received to the consultation. The responses fell into three categories:

a) Statutory consultees

English Heritage considered the document to accord with the most recent guidance on producing conservation area appraisals and in particular praised the section on public realm enhancements. They also acknowledged that the areas proposed for CA status would appear to be of special local interest, especially West Street with the distinctive shop fronts. Natural England had no comments on the document, and the Environment Agency did not respond to the consultation.

b) General comments on the CAA

A number of comments were received, mainly supporting the need for a CAA and some suggesting helpful minor amendments (which have been made), and also further recommendations for the Management Plan which have been included.

One respondent questioned the need for a CAA arguing that this will stifle future development within the area.

c) Comments on the proposed extensions

- i) West Street extension - six respondents supported the proposal and two respondents objected (on the grounds that there are sufficient planning controls in place).
- ii) Half Moon Estate extension - five respondents supported the proposal. However 22 respondents objected on the grounds that:

- existing planning policies are sufficient to control unacceptable development,
- additional controls were not necessary or wanted,
- the proposed boundary is inappropriate,
- Herbert Hutchinson was not a significant architect,
- There are other options available for protecting the Herbert Hutchinson properties (including Building of Local Merit status).

When determining whether to proceed with the designation of the Half Moon Estate as a CA, the Council has recognised that there are a number of issues that need to be balanced against one another. In light of the responses to the consultation, the Council has decided not to take this proposal forward. The West Street extension continues to be promoted as this has a strong connection with the existing CA and is indistinguishable from the existing boundary. The document has therefore been updated to reflect this position.

58.8 The Executive

RECOMMENDS that

22. the Conservation Area Appraisal for Haslemere Town Centre be adopted as a material planning consideration.

[Reason: To seek approval of the Haslemere Conservation Area Appraisal as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area.]

59. COMMUNITY ASSET TRANSFER POLICY

- 59.1 This report presents a draft policy for the management of Community Asset Transfers under the Localism Act 2011. Community Asset Transfer (CAT) involves selling or leasing property to Voluntary and Community Organisations to enable local people to play a stronger role in meeting the needs of the community, including the future provision of services discontinued by the Council. Community ownership and management of assets has been strongly promoted nationally and there is increasing recognition of the role it can play in enabling communities to support themselves.
- 59.2 The Council has been transferring community assets informally for many years through leases, licences and management agreements. Following requests from two clubs to acquire the freehold of their pavilions under the terms of the Government's Transfer of Community Assets scheme, it is now considered appropriate to formalise the process. While the proposed Policy should have little effect on how short leases and management agreements are undertaken, the greater level of information required for long leases in the form of business plans should help both the Council to protect its assets and community groups to recognise the difficulties they may face and to plan for the future.

- 59.3 The Executive previously adopted a set of principles for the transfer of community assets and officers were asked to prepare a detailed policy for adoption by the Council.
- 59.4 The process of community asset transfer has never been systematic. In recent years a standard lease for sports clubs who manage their grounds has been developed that includes a service level agreement, but this is the exception rather than the rule. In recent years the Council has also been working with town and parish councils to transfer public conveniences to their ownership and management to enable these services to continue which could no longer be funded by the Council.
- 59.5 Through CAT the Council can enable a redundant public building to thrive again. As pressure increases on public finances, and public structures change, there are a growing number of public assets which no longer have a current use. These can include town halls made redundant by local government reorganisation, schools left empty by shifting demography, or courts replaced by modernisation. Many are listed buildings - thereby limiting the options for cost-effective redevelopment. At the same time, they are often centrally located at the very heart of neighbourhoods where space for community activity is at a premium.
- 59.6 CAT can also turn a marginal public service into a viable community service. Discretionary and heavily-subsidised public services are coming under increasing pressure due to budget reductions. Councils and communities are therefore being called upon to reinvent traditional public assets and services to render them cost-effective and responsive in the modern context. In some cases, community asset transfer can provide a viable alternative by applying a different business model that is based upon multi-purpose use and social investment.
- 59.7 In some areas local authorities are exploring multiple asset transfers. These multiple transfers may be
- Place-based: looking at the transfer of a mixed portfolio of assets in a particular local authority or smaller geographic area to underpin new community enterprises;
 - Service-led: exploring transfer options related to specific types of service. This element has strong links to service redesign and modernisation; or
 - Asset type: identifying multiple transfer options for specific types of asset such as community centres or sports facilities.
- 59.8 The benefits and risks of transfer are set out in the following table:

	Benefits	Risks
Community Organisations	Access to more funding opportunities including grants and mortgages Increased revenue	Failure to plan adequate maintenance and management costs Lack of professional

	streams Greater local commitment Greater autonomy	advice leading to inappropriate decisions Factional fighting Loss of leading figures leading to apathy
The Council	Reduction in maintenance costs Reduction in management costs Reuse of redundant buildings Ensures assets are continued to be used for the benefit of the community in connection with corporate priorities	Failure of community organisation leading to return of facility in worse condition requiring increased capital and revenue costs Transfer of asset at less than market value Loss of control of a potential future development site

59.9 In the present difficult economic climate, if the Council is to ensure that communities retain facilities, it must ensure that it makes it easier for the communities to manage these facilities themselves. By doing this, not only does it reduce financial burden on the Council but it enables community organisations to access grants and other monies that would otherwise be denied to them.

59.10 Adopting a policy helps reduce the risk, both to the organisations and to the Council, of the transfer process. The draft Policy sets out the basis on which CATs will be undertaken. This will help community organisations to identify the requirements they must meet when requesting a CAT. In order to manage expectations, the Policy also sets realistic timeframes in which any transfer could take place.

59.11 The legal agreements that would formalise CATs under the Policy are the same as existing legal agreements, namely management agreements, licences, lease and freehold transfers (in exceptional circumstances). It is therefore proposed that they would be authorised on the basis of existing authorities, namely:

- Management agreements and leases under 5 years to be covered by the existing provisions of the Scheme of Delegation to Officers;
- Longer leases and freehold transfers to be authorised by the Executive.

59.12 This process of authorisation mirrors the risk and advantages that any CAT presents to the Council. Annexe 3 contains a proposed Community Asset Transfer Policy that follows the principles set out in the previous report to the Executive of 4 February 2014. It establishes the level of information required by the Council from community organisations in order to assess the viability and appropriateness of a CAT, allowing organisations the opportunity to put together the evidence required in advance of making an application. This should help to speed up the decision process, and ensure the consistency of decision-making in respect of CATs, to the advantage of all.

- 59.13 It should be noted that the proposed Policy envisages freehold transfers of community assets as being viable only in exceptional circumstances. Such a policy approach enables the Council to retain longer-term control over its assets, by enabling the Council to bring control of the asset back to itself, should community organisations in the future decide that they no longer want to operate a particular asset. The Policy also requires applicants to be either community-led organisations or a voluntary or community organization. This would mean that applications received from town and parish councils seeking asset transfer would generally not be accepted, as these are bodies within the statutory sector as opposed to the voluntary or 'third' sector – at which national community asset transfer policy is aimed.
- 59.14 The Executive has previously asked Officers to explore the possibility of including 'first refusal buy-back' provisions within freehold transfers. However, such arrangements present barriers at the negotiation stage, and are also require complex legal arrangements to be put into place within the legal agreements. They also require a far greater degree of monitoring by the Council in order to ensure that community organisations follow the agreed procedures when looking to 'transfer on' the assets. It is therefore suggested that such provisions are not a realistic or cost-effective method of retaining longer-term control of community assets, unless considered necessary in a minority of cases.
- 59.15 The Executive now

RECOMMENDS that

23. the Community Asset Transfer Policy at Annexe 3 be adopted.

[Reason: To seek approval of the Community Asset Transfer Policy to help local communities interested in managing Council-owned land or property have a template to follow that will streamline the process of transference.]

60. REVIEW OF PARLIAMENTARY POLLING DISTRICTS AND POLLING PLACES 2014

- 60.1 The existing polling districts and polling places used throughout the Borough are outlined at Annexe 4. A review of the polling districts and polling places has been carried out. Notification of the review was published on the Council's website inviting representations from all registered electors over the course of a six week consultation period. In addition, stakeholders were invited to respond, including all Borough Councillors, County Councillors, Town and Parish Councils, the MP's for the South West Surrey and Guildford Constituencies, political parties and equal access groups. The overriding priority when designating polling stations is to encourage turnout of eligible electors in order to effect an active democratic process. A number of representations have been received and these are outlined below:-
- 60.2 Representations have been received regarding the use of **Busbridge Junior School, Brighton Road, Busbridge** regarding the impact the closure has on parents and children. Enquiries as to alternative venues and arrangements in Busbridge were made in the Review of Particular Polling Places 2013 and no

alternative was found that was either available or suitable. The Returning Officer is investigating with Busbridge Junior School whether a polling station could be accommodated in a self-contained block or part of the school which would allow the school to remain open on polling day.

- 60.3 Representations have been received regarding **Loseley Fields Primary School, Green Lane, Binscombe, Godalming** that polling days cause a great deal of disruption for many working parents. Binscombe Church, Loseley Road, Godalming, Surrey, GU7 3RF has been suggested as an alternative venue. Reverend Hitchcock is prepared to accommodate a polling station at the Church. A visit is to be conducted to assess suitability of the venue as to a polling station.
- 60.4 Representations have been received from Elstead Parish Council that they are happy with the current arrangements for the use of the **Elstead Youth Centre, Thursley Road** as polling station provision in Elstead.
- 60.5 No representations were received during the Review regarding **Ridgeway School, Frensham Road**, however, an offer has been made by St Thomas-on-the-Bourne Church for use on polling day. This site has been visited by the Senior Manager – Elections and found to be a suitable venue for consideration by the Returning Officer as part of a continuing effort to find alternative venues to schools wherever possible. The Returning Officer is arranging a visit to the site to assess suitability.
- 60.6 Enquiries were made as to suitable alternatives to **South Farnham Infants' School, School Lane** during the course of 2013. Of the sites considered as alternatives, the Cricket Pavilion was put forward for further consideration by the Returning Officer. However due to the lack of disabled access this site remains at present unsuitable.
- 60.7 Representations have been received regarding **St. Peter's Primary School, Little Green Lane, Farnham** and a request made to find an alternative polling station provision. Investigations are now underway to establish if there is any suitable alternative venue.
- 60.8 The Head Teacher and Governors have previously requested, in support of requests made by parents, that an alternative site be found to **Hale School, Upper Hale Road**. The Hale Institute, Linwood, Wings Road, Farnham, GU9 0HN has been visited and is a reasonable venue but right on the edge of a polling district and a long way from voters on the other end of the polling district. The School is in a much more central location and is a well established station. Use of the School as a polling station is not desired by the School, its Governors or parents. On balance the Returning Officer's recommendation is to retain the use of the school as at present there is no convenient alternative.
- 60.9 Use of the **Scout's Hall, Charterhouse Road** has been a long running problem as the facilities are very basic and parking is limited. Its use as a polling station does not result in complaints from electors. It is in a very prominent position and is well established. There is no suitable alternative. There has been an offer of the use of the Guildford Rugby Club, Guildford

Road as an alternative venue to **Broadwater Community Centre, Summers Road**. Enquiries as to the suitability as to the venue and the position within the polling district and Borough are underway.

- 60.10 The Head Teacher of **Grayswood C of E Infant School, Lower Road** has advised that the School is undergoing expansion and building work in 2015 which will reduce the hall in size by half. Enquiries as to the availability and suitability of any other venues are underway.
- 60.11 There are some polling stations in the Borough that have very few electors allocated to them, for example **Pirrie Hall, Brook Road**. The Returning Officer has tried to rationalise but has received feedback from parish councils and electors as to the wish to retain them. If Members did not retain these small polling stations then a saving could be achieved in the region of £400 - £500. If the alternative were to offer all the voters affected postal votes, the saving would be smaller. There is a need to balance accessibility with encouraging voter turnout and the general duty the Council has to maximise turnout. As a result it is recommended that those polling stations, including Pirrie Hall, that have very few electors allocated to them should be retained.
- 60.12 The Returning Officer has, both during and outside this review, received representations and complaints regarding the use of schools as polling stations. Returning Officers have historically used schools as polling stations as they are required to consider a number of factors that affect the suitability of premises as a polling station. These factors include: access including suitability for elderly and disabled users of the premises, parking facilities, proximity to those allocated to vote at the premises and the numbers of voters within the district that will be using the premises to vote. These reasons mean that often schools are very suitable premises to be used as polling stations. In addition legislation allows the Returning Officer to request that a school be used as a polling station.
- 60.13 Surrey County Council is supportive of the use of Schools but Head Teachers, Governors and Parents are unhappy at the closures and the impact that this has. Where there are suitable and available alternative venues these are investigated. Where there are not, Schools are encouraged to fix polling day as an inset day. It is the case that the Schools do not have to close if they have a self-contained block or hall that can be set aside for polling station use. The Returning Officer recognises that this is not possible in many Schools due to their layout or facilities. Schools are provided with notification of expected election dates two – three years in advance to assist with their planning and so that early notification may be provided to parents. There are 53 polling places within the Waverley Borough, of which 11 are schools.
- 60.14 Alternative polling station venues have been identified as set out in the table below.

Polling District	Existing Polling Place	Proposed Polling Place
AA Binscombe	Loseley Fields Primary School	Binscombe Church, Loseley Road which has been visited and assessed as suitable
BA Bourne North	Ridgeway School, Frensham Road	St Thomas-on-the-Bourne Church (subject to final assessment by Returning Officer)

60.15 It has been established that the Guildford Rugby Club building on Guildford Road is located within the Waverley Borough. The playing fields are located partly within Waverley and partly within Guildford Borough Council. A request has been made of the club to visit the premises to assist suitability. Enquiries have commenced as to the availability of any alternative venues to Grayswood C of E Infant School and St. Peter's Primary School.

60.16 The Executive agreed to continue enquiries into the availability of the alternative venues set out at paragraph 60.15 above and now

RECOMMENDS that

24. the venues set out in the table at paragraph 60.14 above be approved as polling station venues.

[Reason: To note representations received for the Review of Parliamentary Polling Districts and Polling Places and seek approval of alternative venues.]

61. PROPOSAL FOR JOINT INVESTMENT PROJECT TO ENABLE THE DEVELOPMENT OF AFFORDABLE HOUSING IN FARNHAM

[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)]

61.1 An opportunity has presented itself to enable the delivery of 21 affordable homes on an identified site in Farnham. The Council is being offered the opportunity to procure the land and hold the asset. Thames Valley Housing Association (TVHA) is a medium-sized housing association, regulated by the Homes and Communities Agency, with about 14,500 homes across London and the South East.

61.2 In May 2014, Matthews & Goodman marketed the Dairy Crest site in Weydon Lane, Farnham for the development of 21 dwellings. The site is currently in employment use, but has been actively marketed for the past 12 months and an alternative employer has not been identified. The site is divided into two parts. The northern part of the site has potential for a flatted development of 9 dwellings, while the southern part of the site has potential for 12 x 2, 3 and 4 bed houses.

- 61.3 The agent has sought pre-planning advice. A residential development is acceptable in principle, on the basis that the policy requirements relating to density, scheme design, car parking, amenity space and dwelling type and mix are met.
- 61.4 The scheme currently proposes a 100% affordable housing development comprising a mix of 1, 2, 3 and 4 bed homes for shared ownership, to be sold at an equity stake of 35-40% of open market value with a rent of 2.75% on the retained equity. Dairy Crest has been in negotiation with both TVHA and a private house builder, who has also made a offer for the site. Dairy Crest has subsequently accepted an offer for the site from TVHA, subject to planning approval.
- 61.5 The draft Strategic Housing Market Assessment (October 2013) estimates that 25% of the housing need in the borough is for shared ownership. The Help-to-Buy Register for applicants looking to buy a shared ownership home is managed and administered across Surrey by Bedfordshire Pilgrims Housing Association (BPHA). There are over 500 applicants in Waverley on the Help to Buy Register.
- 61.6 To develop a scheme of this kind, a housing association would usually purchase the land or enter into a contract with a developer, in order to deliver affordable homes. On completion, the Council would have nomination rights and there may be a legal agreement requiring continued use of the units as affordable housing. This proposal sets out a different model, in which TVHA has approached Waverley to become a joint investment partner, to provide a capital contribution to assist with the land purchase to enable the site to be brought forward and a scheme of 100% shared ownership housing to be delivered.
- 61.7 For this to happen, Waverley would purchase the site, with TVHA making their funding available simultaneously upon completion. The Council would be the freeholder of the land and would grant a long lease of 125 years to TVHA who would develop and manage the new homes. A financial appraisal summary is set out in (Exempt) Annexe 5.
- 61.8 It is proposed that commuted sums and Right to Buy receipts would be used to fund Waverley's investment in the scheme. Dairy Crest has indicated at this stage that the sale would be exempt from VAT, however, this may be subject to change. Due to the anticipated implications if VAT is charged, the Council's investment would not be financially viable if a later decision is made to charge VAT.
- 61.9 If TVHA are not able to purchase the site with investment from the Council, it is likely that it will be sold to a private developer and, as a result of the high land value, be unable to deliver any affordable housing on site on viability grounds.
- 61.10 The proposal delivers a number of benefits to the Council and the local community:

- It delivers 21 much needed affordable homes for shared ownership to meet identified local housing need
- It secures 100% affordable housing on a high value site which has attracted significant interest from private housebuilders. A similar site in West Street, Farnham that was purchased by a private housebuilder is currently being developed to provide 22 new homes, of which only one is affordable
- It delivers new affordable homes on a brownfield site within the settlement boundary
- It potentially realises an ongoing income through ground rents or a capital receipt from the sale of the ground rents.

61.11 This is a unique opportunity for the Council to unlock the potential of a derelict brownfield site and deliver a significant development for affordable housing through a joint investment venture. The Executive therefore

RECOMMENDS that

- 25. Waverley invests in a 100% affordable housing scheme on the Dairy Crest Site, Weydon Lane, Farnham through a joint investment initiative with Thames Valley Housing Association (TVHA);**
- 26. Waverley's capital contribution is as set out in (Exempt) Annexe 5 and is funded from Section 106 monies in the Housing Capital Programme; and**
- 27. proceeding with this proposal is subject to achieving a satisfactory VAT position and agreeing contractual terms with TVHA, as approved by the Director of Finance and Resources in consultation with the Portfolio Holders for Finance and Housing.**

[Reason: To seek approval to develop a 100% affordable housing scheme on the Dairy Crest site in Weydon Lane, Farnham through a joint investment initiative.]

62. INCREASING THE THRESHOLDS FOR THE PURCHASE OF LAND AND PROPERTY AND APPROVING A BUDGET ALLOCATION FOR THE PURCHASE OF PROPERTIES ON THE OPEN MARKET FOR AFFORDABLE HOUSING

[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)]

- 62.1 The HRA Business Plan sets out how the new affordable homes programme will be funded over the next 30 years. This will be delivered by building new homes, buying existing properties and acquiring additional land to build on or to reserve for future use.
- 62.2 The New Affordable Homes programme is now established and progress is being made towards delivering the agreed targets. Nine new affordable homes in Farncombe are due to be completed by February 2014, construction is due to start on 14 new affordable homes in Godalming at the beginning of October 2014, 4 former council-owned homes have been bought back, planning permission has been secured for 40 additional homes and applications for a further 35 are in the pipeline.
- 62.3 In July 2013, the Council agreed delegated authorities to enable officers and the Housing Delivery Board to act on the Council's behalf. A series of flow charts were agreed for buying-back a former Council property, purchasing a property on the open market and purchasing land to ensure a consistent approach would be taken when an opportunity arose. Financial thresholds for each type of purchase were agreed.
- 62.4 The Council recommended that authority be delegated to the Executive to review and determine appropriate maximum amounts of expenditure for purchasing property or land on an annual basis. The financial thresholds agreed by the Council in July 2013 are set out in (Exempt) Annexe 6.
- 62.5 In August 2014, the Halifax House Price Index reported a national 9.7% increase in house prices for the previous 12 month period. This fits within the range of price increases for Surrey published by the Land Registry and online estate agents that range from 7.7% to 11.5%. To enable the Council to respond in an ever-changing market, the recommended increase for the financial thresholds for the purchase of land and property for the year from September 2014 is 15%. The revised financial thresholds are also set out in (Exempt) Annexe 6.
- 62.6 If the Council purchases a property on the open market for use as social housing, accounting regulations require that on purchase it must be revalued downwards (by some 60%) to reflect its use for social housing. There is the potential that from 2017/18 the difference between the purchase price (open market) and the social housing value must be shown as a cost to the Housing Revenue Account.
- 62.7 The implications of this are significant for the Business Plan and future financial planning in the HRA. Local Housing authorities have raised their concerns over the implications of this accounting treatment and are awaiting further guidance/potential policy change from the Government.
- 62.8 To enable the purchase of additional affordable homes on the open market an increased budget allocation of £2.5million from the New Affordable Homes Reserve is required. The approved budget for buy-backs for the current year has already been fully allocated with other approvals.
- 62.9 The Executive

RECOMMENDS that

- 28. the increased financial thresholds for the purchase of land and property be approved, as set out in (Exempt) Annexe 6; and**
- 29. the budget allocation of £2.5million from the New Affordable Homes Reserve be approved to fund the purchase of properties on the open market to provide affordable homes for people in local housing need.**

[Reason: To seek approval to increase the purchase price thresholds for land and property and approve a budget allocation for further property purchases in 2014/15.]

63. BECOMING AN HCA INVESTMENT PARTNER AND ACCEPTING A GRANT ALLOCATION TO CONTRIBUTE TO THE WEY COURT DEVELOPMENT

- 63.1 As a local housing authority with retained housing stock, the Council can apply to the Homes and Communities Agency (HCA) to become an investment partner and access grant funding to contribute to part of the capital costs of its new affordable house-building programme, supplementing the Council's own resources, delivering better value for money and reducing the cost per unit to the Housing Revenue Account.
- 63.2 In March 2014, the Council applied to the HCA to become an investment partner and seek grant funding to contribute towards the cost of redeveloping Wey Court House as part of the Affordable Homes Programme 2015-18. In July 2014, the Council was informed that it had been successful in securing £600,000 for the Wey Court development, subject to the completion of the pre-qualification questionnaire.
- 63.3 As an investment partner, the Council would be required to enter into a Framework Agreement, in respect of all new affordable housing delivered with HCA grant. The agreement sets out the grant conditions, the most important of which are to start on site by the end of March 2015 and to charge Affordable Rent of up to 80% of open market rent. This agreement does not impose restrictions on funding arrangements for new affordable housing that has not benefited from HCA grant.
- 63.4 The key considerations to take into account when deciding whether to accept the external grant funding from the HCA and become an investment partner are set out below:

Positive
Access to external grant funding of £600,000 for new development at Wey Court from the HCA's 2015-18 £3.3 billion investment programme
External funding supplements the resources identified in the HRA Business Plan to deliver a programme of new council-owned homes
WBC space standards are the same or higher than the HCA requirements for new build schemes for which grant is payable

Ability to charge Affordable Rents of up to 80% OMV on conversions within existing stock if desired
Neutral
Requirement to Affordable Rents of up to 80% OMV on new grant-funded developments
HCA would count any grant funded homes in their out-turn figures, but WBC can still report on the number of homes they fund as part of their own performance monitoring
Negative
Requirement for additional officer time to administer grant claim process
Requirement to start on site by the end of March 2015

63.5 The Executive accordingly

RECOMMENDS that

30. the Council becomes an HCA investment partner; and

31. the grant from the HCA to contribute to the funding of the redevelopment of the Wey Court House site be accepted, to supplement the resources identified in the HRA Business Plan to deliver a programme of new council-owned homes.

[Reason: To seek approval that the Council becomes an investment partner with the Homes and Communities Agency (HCA).]

64. PURCHASE OF FORMER COUNCIL PROPERTY IN WONERSH

[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)]

64.1 On 2 July 2013, the Executive agreed a framework for the purchase of land or property by the Council and set criteria for purchasing former Council properties. The owners of a two-bedroom maisonette in Wonersh purchased their property from the Council in 2006 and now wish to sell. As required by the clause within the Right to Buy transfer they have offered the Council the right of first refusal to purchase the property because they are selling within 10 years. Details of the property are contained at (Exempt) Annexe 7.

64.2 There are currently 1,734 applicants on the Housing Register, of which 30% have a 2-bedroom need.

64.3 The property is in good condition throughout and therefore only health and safety checks would be required. The cost of the purchase and repair of this property would be met from the New Affordable Homes Budget reserve for 2014/15 and falls within the threshold set by the framework. A supplementary estimate is required to enable the purchase to go ahead and details are included in (Exempt) Annexe 7.

64.4 The Executive

RECOMMENDS that

32. the purchase of the property identified in (Exempt) Annexe 7 be approved, subject to final agreement by the Director of Finance and Resources and Portfolio Holder for Finance, and subject to a satisfactory structural survey, with the purchase being funded from the New Affordable Homes capital programme; and

33. the supplementary estimate as set out in (Exempt) Annexe 7 be approved.

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

65. BUDGET APPROVAL AND APPOINTMENT OF A BUILD CONTRACTOR FOR THE DEVELOPMENT OF AFFORDABLE HOMES AT LADYMEAD, WONERSH AND HULLMEAD, SHAMLEY GREEN

[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)]

65.1 In January 2014, planning consent was granted to redevelop Ladymead, the former homeless hostel in Barnett Lane, Wonersh to provide four permanent affordable homes for social rent to meet local housing need. In March 2014, planning consent was also granted to develop two new affordable homes for social rent on a garage site at Hullmead, Shamley Green.

65.2 Pre-development services for both developments have been provided by Nye Saunders Architects. Nye Saunders provided budget estimates for both schemes in November 2013 and these were approved by the Executive in January and February 2014 respectively. These are shown in (Exempt) Annexe 8.

65.3 Due to the significant increase in development activity and associated costs across the South East in the past twelve months, the tender prices are about 10% higher than projected. The RICS (Royal Institute of Chartered Surveyors) UK Construction Market Survey Q2 2014 indicates an increase in costs between 2013 and 2014 to be in the region of 30%. As a result, an increased budget allocation from the New Affordable Homes is required.

- 65.4 In February 2014, the Executive approved the commencement of the tender process and adverts were placed on the South East Business Portal to seek expressions of interest from the contractors through a pre-qualification questionnaire (PQQ). The seven submitted PQQ's were assessed against the set criteria and were financially assessed, to ensure their financial soundness.
- 65.5 Tender documents were issued to five short-listed contractors and four tenders were returned. The tenders were assessed against the evaluation criteria and three contractors were invited to interview. Following the interviews, the contractors submitted their final revised tender totals which are set out in (Exempt) Annexe 8. These are shown alongside the evaluation criteria that assesses quality, price, programme delivery and the outcome of the interview process.
- 65.6 Delivery of the build within the agreed time will be a requirement of the JCT Intermediate Build Contract with Contractor's Design 2011 and through Contract Particulars Clauses. The contractor will be subject to penalty payments if the build programme overruns. The build programme is estimated to take eight months and the Housing Delivery Board will monitor implementation of the project plan with expected completion in Mid June 2015.
- 65.7 The Executive

RECOMMENDS that

- 34. approval be given for the allocation of funding from s106 funds, capital receipts and the New Affordable Homes Reserve, as appropriate and as set out in (Exempt) Annexe 8, for the development of six affordable homes at Ladymead, Barnett Lane, Wonersh and Hullmead, Shamley Green;**
- 35. the appointment of the preferred Contractor 3 be approved, subject to satisfactory references and in accordance with the Council's Contract Procedure Rules, to deliver six new affordable homes within the agreed budget; and**
- 36. authority be given to the Director of Operations in consultation with the Director of Finance and Resources, the Portfolio Holder for Strategic Housing and the Portfolio Holder for Finance to agree contractual terms.**

[Reason: To seek approval for funding from the New Affordable Homes Reserve in 2014/15 and 2015/16 for the development of six affordable homes for social rent.]

66. PURCHASE OF LAND FOR AFFORDABLE HOUSING IN FARNHAM

[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)]

- 66.1 This report seeks approval to transfer the ownership of a site in Farnham from the General Fund to the Housing Revenue Account for market consideration to be used for the future development of affordable housing to meet local need and seek approval to submit a planning application for three homes on the site.
- 66.2 On 2 July 2013, the Executive agreed a framework and criteria for the purchase of land or property by the Council, to enable the delivery of affordable housing to meet local housing need. In the current market, the availability of development sites that the Council could consider purchasing is limited. However, there is an opportunity for the Council's Housing Revenue Account to purchase land owned by the Council's General Fund for housing use.
- 66.3 The Council's General Fund owns a small site at Greenfield Road, Farnham with potential for the development of three family-sized homes, subject to planning permission. A draft scheme has been prepared comprising 2 x 2 bed houses and 1 x 3 bed house with associated parking.
- 66.4 The site has been valued by the Valuation and Estates Team on the basis of providing 100% affordable housing, a mix of affordable and market housing and for 100% market housing. The valuations are contained at (Exempt) Annexe 9.
- 66.5 If the site was purchased at the value estimated for 100% affordable housing, the total scheme costs for developing three affordable homes on this site would be recovered over a 30-year period from the rental income, based on current build costs. If the site was purchased at the value estimated for 100% market housing, a grant subsidy from the HRA would be required to enable the homes to be provided as affordable housing.
- 66.6 The Council has a responsibility to ensure that it achieves the best value for its assets and is required to balance its corporate priorities. As a result, it is unable to dispose of the site in Farnham for significantly below its market value and it would need to transfer the site at a value equivalent to market value as set out in (Exempt) Annexe 9. The budget allocation required from the Council's HRA to fund this purchase is also contained in the (Exempt) Annexe.
- 66.7 As at 8 September 2014, there are 1,728 applicants on the Housing Register. 510 applicants have a 2 bedroom need and 189 applicants have a 3 bedroom need, of which 146 households currently living in Farnham.

Bedroom requirement	1 bed	2 bed	3+ bed	Total
No of Housing Register applicants	1029	510	189	1728
No of applicants currently living in Farnham	206	102	44	352

66.8 The Executive

RECOMMENDS that

- 37. the site in Greenfield Road, Farnham be purchased subject to final agreement by the Director of Finance and Resources and the Portfolio Holder for Finance;**
- 38. a budget equivalent to the market housing amount set out in (Exempt) Annexe 9 be agreed, to be financed from the New Homes Reserve; and**
- 39. approval be given to the submission of a planning application on this site.**

[Reason: To seek approval to transfer the ownership of a site in Farnham from the General Fund to the Housing Revenue Account for market consideration to be used for the future development of affordable housing.]

67. OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

67.1 The Openness of Local Government Bodies Regulations 2014 came into effect on 6 August 2014 and as a consequence, changes to the Council's constitution are necessary.

67.2 Local authorities are now required to allow any member of the public to take photographs, film and audio record the proceedings, and report on those meetings of the Council when the meeting is open to the public. 'Reasonable' facilities must be provided to enable a member of the public or press to report on meetings and this includes space to see and hear the meeting, seats and ideally a desk.

67.3 At Waverley some chairs within the public gallery are already provided with a small lift-up rest to enable reports to be written during the meeting and public Wi-Fi is already offered in all of the Committee Rooms which helps to facilitate the use of social media to report on meetings and announce decisions.

67.4 Currently the Council Procedure Rules state:

"22.3 Photography, video audio or recording meetings

Members of the public are not allowed to take photographs, or video or audio record by any means, any meeting of the Council, Executive, Committees or Sub-Committees or other meetings, without first

seeking the consent of the Head of Policy and Governance. If a member of the public refuses to comply with a request from the Mayor or Chairman to stop doing this if permission has not been sought, the Mayor or Chairman will order their removal from the meeting room.”

- 67.5 To reflect the new regulations, it is proposed to amend Procedure Rule 22.3 to read as follows and introduce a new Procedure Rule 22.4:-

“22.3 Photography, Filming and Audio Recording Meetings

Members of the public may take photographs, film and audio-record meetings of the Council, Executive, Committees or Sub-Committees that are open to the public from within the public gallery, provided that it does not disturb other members of the public in the public gallery and does not detract from or delay the proper conduct of the meeting.

New 22.4 Reporting on Council Meetings

Members of the public are able to use social media to report on public meetings from within the public gallery, provided that it does not disturb other members of the public in the public gallery and does not detract from or delay the proper conduct of the meeting. Councillors may also use social media to report on Council meetings”.

- 67.6 Waverley has been webcasting meetings for over a decade and continues to offer this facility as a means of making all Council meetings accessible to members of the public unable to attend meetings in person, and also to demonstrate openness and transparency of its democratic process. Meetings will continue to be webcast and the Council is also preparing to use the social media site YouTube to broadcast its meetings. This will enable meetings to be viewed live from smartphones and other mobile devices, as well as from traditional laptops and PCs, without the need for Windows Media Player.
- 67.7 The requirements of the regulations for dealing with urgent key decisions are already reflected in the Council’s Procedure Rules and the forward plan of Executive decisions gives sufficient notice of items likely to be dealt with in public.
- 67.8 The regulations require the recording of *certain decisions* taken by officers acting under delegated powers and the written record must be made available for inspection. This should include
- The decision taken and the date the decision taken
 - The reason/s for the decision
 - Any alternative options considered and rejected

These decisions may be kept in electronic format and must be made available for 6 years. Examples of decisions to be recorded include:-

- Decisions about awarding contracts above specified values

- Determination of licensing applications, building control decisions and notices
- Decisions to give listed building consents etc.

67.9 Where decisions are already required to be published by other legislation, they do not need to be recorded again, provided the record published includes the date and reasons for decision. Examples of decisions that do not need to be recorded might include

- Decisions on operational matters
- Decisions to give business relief to individual traders
- Decisions to review benefit claims of an individual applicant
- Decisions taken in response to requests under the Freedom of Information Act 2000.

67.10 Administrative and operational decisions about how officers go about their day to day work need not be recorded. Officers are working on an appropriate format for recording decisions and are working with other Surrey authorities to identify which decisions will need to be recorded.

67.11 The Executive now

RECOMMENDS that

- 40. the Council Procedure Rules be amended to include the wording set out at Minute 67.5 above; and**
- 41. the Head of Policy and Governance be authorised to agree the appropriate format for recording necessary delegated decisions, in consultation with the Leader of the Council.**

[Reason: To agree necessary changes to the Council's constitution as a consequence of the new regulations.]

68. STRATEGIC HUMAN RESOURCES (HR) SERVICE – PROPOSED RESTRUCTURE

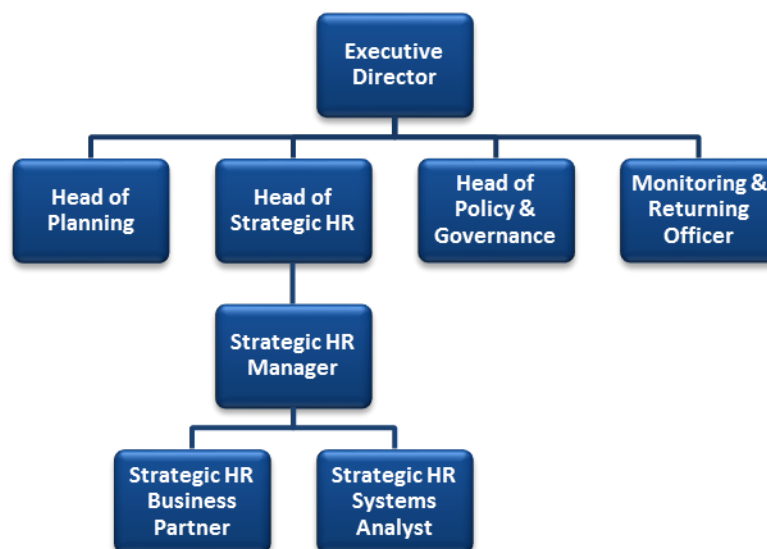
68.1 Since 2009, Waverley has had the benefit of Surrey County Council's Deputy Head of HR, Matthew Baker, acting as Waverley's Head of Strategic HR. Matthew Baker has successfully established a high quality Strategic HR service. In the last 18 months, Matthew Baker has worked on an ad hoc basis for the Council.

68.2 Following a restructure of the Surrey County Council HR service, Matthew Baker, with immediate effect, has been appointed as Chief of Staff at Surrey Fire and Rescue in Reigate and is no longer available to work for the Council.

68.3 Within the HR function, the part-time role of Head of Strategic HR is supported by the Strategic HR Manager, Strategic HR Business Partner and Strategic HR Systems Analyst.

- 68.4 Waverley's Strategic HR Manager has, in day-to-day strategic and operational terms, been reporting direct to the Executive Director, successfully delivering the Strategic HR service. On occasion this has been supported with external professional support from South East Employers. South East Employers, to which Waverley belongs and pays a subscription, is one of 9 regional employer organisations representing the interests of councils and public sector bodies in England. It is a leading provider of high quality consultancy and advice in areas of employment law, complex employee relations issues, organisational change and training and development.
- 68.5 Recognising the progress of the Strategic HR function and the ability to buy in specialist HR advice as necessary, it is proposed that a robust and resilient Strategic HR service can be maintained by reviewing the grading of the Strategic HR Manager, through the Council's job evaluation process, to reflect increased accountability for the service and retaining the services of South East Employers to support the Strategic HR service, as appropriate.

Current Structure



Proposed Structure



- 68.6 The Executive agreed that HR organisational resilience should continue to be supported by the Strategic HR Team, with advice from an external HR specialist as required and now

RECOMMENDS that

- 42. the part-time post of Head of Strategic HR be deleted from the staffing establishment.**

[Reason: To seek approval for a proposed restructure of the Strategic HR Service and the deletion of the part-time Head of Strategic HR.]

Part II – Matters of Report

The background papers relating to the items in Part II of these minutes are as set out in the reports included in the agenda papers.

69. EXECUTIVE FORWARD PROGRAMME

RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted.

70. WAVERLEY COMMUNITY PARTNERSHIP 2015-16 FUNDING ROUND

RESOLVED that

1. the 2015/16 funding round be opened; and
2. the overall funding process be approved, as detailed within the report.

[Reason: To seek approval to continue to support the Waverley Community Partnership scheme]

71. SERVICE LEVEL AGREEMENTS (SLAs) – NOMINATED PILOT SECOND YEAR REVIEW

RESOLVED that

1. the Community Overview and Scrutiny Committee be thanked for its comments and the outcomes and success of the second year of the SLA pilot process be recognised, including the work delivered by the three funded organisations;
2. discussions continue with Farnham Maltings, Citizens Advice Waverley and Hoppa in order to draw up new SLAs from 1 April 2015 to 31 March 2018; and
3. approval be given to discussions taking place with The Orchard Club, The Clockhouse, Farncombe Day Centre and Cranleigh Arts Centre in order to move them to SLAs from 1 April 2015 to 31 March 2018.

[Reason: To note the annual review of the Service Level Agreement outcomes and performance indicators for each organisation from 1 April 2013 to 31 March 2014, approve the continuation of the current three organisations and begin discussions with a further four organisations.]

72. CEMETERY MEMORIAL SAFETY POLICY

RESOLVED that

1. the Cemetery Memorial Safety Policy be adopted;
2. a policy be established for the laying down of memorials and headstones that are found to present an immediate danger to visitors to the site, where the owner cannot be found; and
3. the costs for laying down memorials be met from existing limited cemetery budgets and approval be given to earmark up to £5,000 from the urgent capital schemes budget, should the existing budget not be enough.

[Reason: To approve the Cemetery Memorial Safety Policy for the inspection of all memorials in open and closed cemeteries under the responsibility of Waverley Borough Council.]

73. PROPOSALS TO PILOT A FLOATING SUPPORT SERVICE FOR VULNERABLE OLDER PEOPLE IN THE WIDER COMMUNITY

The Executive thanked the Corporate Overview and Scrutiny Committee for its comments and

RESOLVED that

1. the proposals to pilot a Floating Support Service for older people in the wider community be approved;
2. two temporary posts funded from the current staffing budget for Sheltered Housing be established; and
3. officers bring a report back in 12 months time on the progress and outcomes of the pilot support service.

[Reason: To seek approval to trial a pilot scheme to provide a Floating Support service to older vulnerable people, regardless of tenure within the wider community.]

74. MEMBER REPRESENTATIVE ON ASHFORD AND ST PETERS AND ROYAL SURREY HOSPITALS MERGER STAKEHOLDER PANEL

RESOLVED that the Leader of the Council, Cllr Robert Knowles, be appointed to represent Waverley Borough Council on the Stakeholder Panel.

75. EXECUTIVE DIRECTOR'S ACTIONS

The Executive Director reported the following urgent action that had been taken since the last meeting of the Executive:-

- (i) Authorised expenditure of £16,100 from the urgent repairs budget for desilting and dredging works at Elmbridge Road, Cranleigh, working in partnership with the Environment Agency and Thames Water.

The meeting commenced at 6.45 p.m. and concluded at 7.14 p.m.

Chairman

Waverley Borough Council

Draft Pension Policy Statement (Discretions)

2014

These statements of policy and delegations are made in respect of the exercise of discretionary functions under the Local Government Pension Scheme Regulations 2013, which came into effect from 1 April 2014

The Regulations quoted are correct at the time of drafting. Numbering may change over time as amendments to the LGPS Regulations are agreed.

Pension Regulation	Policy	Decision/Authority
Regulation 31. Power of employing authority to award additional pension up to £6,500 per annum	<p>To date, Waverley has decided against making use of the power to award additional pension up to £5,000 per annum, on the grounds that it would be difficult to apply a consistent objectivity test and difficult to avoid an age discrimination challenge.</p> <p>Waverley will therefore not apply the discretionary power to award additional pension up to £6,500.</p>	Executive and full Council
Regulation 17. Shared cost AVCs	Waverley does not offer shared cost AVCs	Executive and full Council
Regulation 30 (6). Flexible retirement	Waverley's policy on Flexible Retirement is included in a separate Flexible Retirement Policy (to be updated September 2014)	Executive and full Council
Regulation 30. Early payment of pension benefits.	<p>Early retirement policy - to consider and decide individual cases on their merits, where this is in the mutual interests of the employee and employer, and where other HR policies and other pension provisions are not appropriate. Employer costs of the early payment of pension benefits will be taken into account in all cases.</p> <p>Pension benefits payable will normally be reduced. In exceptional cases on compassionate* grounds Waverley may determine that the actuarial reduction will not apply.</p> <p>Deferred Members (age 55 or over) – where a deferred member requests early payment of pension benefits this will only be agreed on compassionate grounds or to relieve severe financial hardship</p>	Executive and full Council

	and where there is no cost to the Council.	
Regulation 18 and Schedule 2. Power of employing authority to revert back to the 85 year rule for scheme members voluntarily retiring between the ages of 55 and 60	<p>The 85 year rule applies to eligible staff for pension benefits taken from age 60.</p> <p>Employees may retire early from age 55 before their normal pension age with retirement benefits taken before age 60 reduced in accordance with guidance issued by the Secretary of State, with 85 year rule protection not applying, ie. an actuarial reduction would apply.</p> <p>That the discretionary power to apply the 85 year rule for scheme members voluntarily drawing their benefits on or after age 55, and before age 60, should not normally be applied, except in exceptional circumstances where it is in the operational interests of the Council to do so, taking into account the costs that would fall on the Council.</p>	Executive and full Council
Late transfer requests	Waverley will not agree requests for transfer of other pensions outside the normal transfer period of the first year of scheme service or, in the case of personal pensions, within a year of closing that pension.	Executive and full Council

This replaces the Pension Policy Statement of April 2008. Waverley will keep this policy statement under review and will make such revisions as are appropriate following a change in policy.

The Regulations quoted are correct at the time of drafting. Numbering may change over time as amendments to the LGPS regulations are agreed.

In preparing, reviewing or making revisions to the policy statement Waverley will have regard to the extent to which exercise of any of the functions above could lead to a serious loss of confidence in the public service (Regulation 66).

*There is no definition in the regulations of 'compassionate grounds'.

Haslemere Town Centre Conservation Area Appraisal

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1. Conservation Areas

Conservation areas (CA) are defined as areas of special architectural and historical interest, the character of which is desirable to preserve and enhance. The character and appearance may be expressed through the buildings, layout and relationship to the landscape of the area.

The National Planning Policy Framework (NPPF) and “saved” Policy HE8 in the Waverley Borough Local Plan 2002 also detail the importance of protecting heritage assets (both designated and undesignated). Attached as Appendix 1 is the relevant extract from the Waverley Borough Local Plan 2002.

CA designation gives a degree of protection against the demolition of buildings and walls and should ensure that new development is of high architectural quality and in keeping with the area’s existing character. The Haslemere Town Centre was designated a CA in March 1974 and extended in January 1975, July 1985 and 25th October 2005. Historic maps of the CA can be found in Appendix 3 (to follow).

1.1 Definition of Conservation Area Appraisal (CAA)

CAAs are undertaken to identify and explain the character of the CA. This document will identify the specific qualities of the Haslemere CA and thereby help to manage change within the CA. It is not enough for a LPA to just designate an area as a CA, Section 71 of the 1990 act¹ explains that “it shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas”. Policy HE8 in the Local Plan states that “the Council will seek to preserve or enhance the character of conservation areas by.....(e) carrying out conservation area appraisals”. It is therefore considered pertinent for Waverley to undertake CAAs with the aim to appraise the character of each CA; identify the qualities which should be preserved and enhanced; and produce a management plan to include proposals for enhancement where necessary. There is also an opportunity to review the CA boundaries as part of the process.

1.2 Status of the CAA

The intention is for the CAA to be adopted by the Council as a material consideration and used in the determination of any application for planning

¹ Planning (Listed Buildings and Conservation Areas) Act 1990

permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley's Local Plan and other relevant documents, including supplementary planning documents and the Haslemere Design Statement.

1.3 Sources and Guidance for the Appraisal

This appraisal was compiled with the assistance of English Heritage's guidance "Understanding Place: Conservation Area Designation, Appraisal and Management" (March 2011)². English Heritage has also published guidance called "Knowing Your Place" (March 2011) and has funded the development of a (Character Assessment) toolkit used by Oxford City Council³ to evaluate the heritage within their area.

1.4 Methodology

The conservation area was surveyed by visiting the site, noting the features as highlighted by English Heritage guidelines, conducting a photographic study and undertaking a desk top study using Waverley's mapping system to understand change over time. The survey data has been used to develop a draft CAA.

A steering group was also set up with members from Surrey County Council, Waverley Borough Council, Haslemere Town Council, local amenity groups, local business group and officers from Waverley Borough Council and Surrey County Council. This group meets to discuss the appraisal and bring forward recommendations in the Management Plan.

1.5 Community Involvement

An early draft appraisal was shared with the Haslemere CAA Steering Group. In addition a formal (6 week) consultation on the draft CAA was undertaken with the Town Council, local residents and businesses and other relevant stakeholders. The amendments received during the consultation have been considered and informed the preparation of the final document.

² <http://www.english-heritage.org.uk/publications/understanding-place-conservation-area>

³ <http://www.oxford.gov.uk/PageRender/decP/CharacterAppraisalToolkit.htm>

PART 1 – Haslemere Town Centre Conservation Area Appraisal

2 Definition of Special Interest

English Heritage defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”⁴.

2.1 Summary of Special Interest of Haslemere Town Centre Conservation Area

The CA centres on the medieval T – shaped pattern of the High Street, Lower Street and Petworth Road. There are many historic and distinctive buildings of varying age and scale, with local vernacular details in small and irregularly shaped plots; for example, the Half Moon House. The buildings date from medieval to early 20th century and most are 2 storeys, but some are 3 storeys or more. The High Street is relatively straight and channelled when entering the CA from the north. It then bends to reveal several characteristics which are distinctive to Haslemere, such as the ancient horse chestnut in front of the Georgian House Hotel, the centre of the old town and the modest town hall and war memorial at the southern end of the High Street. The High Street and West Street are vibrant commercial areas with cafes, pubs and independent shops as well as a few national chains.

The green landscape in and surrounding the CA should also be noted, in particular the densely wooded hillside on Shepherds Hill and the area surrounding St. Bartholomew’s Church. There are also recreational green spaces within and on the edge of the CA, such as the town meadow on the edge of the old town centre at the junction of Lower Street and Tanner’s Lane. The National Trust Swan Barn meadows can be accessed from the High Street and also from Collards Lane off Petworth Road. These meadows are cloaked by a wooded valley and are also the starting point for the 64 mile Serpent Trail, designed to showcase some of the best views and countryside in the south east⁵.

There are also many footpaths throughout the CA, referred to by some locals as “snickets”. These provide shortcuts and tranquil routes away from traffic.

⁴ <http://www.english-heritage.org.uk/publications/understanding-place-conservation-area/>

⁵ <http://www.nationaltrust.org.uk/swan-barn-farm/>

There are 105 listed buildings, 9 heritage features and 8 Buildings of Local Merit (BLMs) in the CA. Overall the CA of Haslemere appears to be in a good condition, but there are some buildings and locations within the CA which, due to condition, materials, and street furniture, for example, currently detract from the CA although these offer opportunities for improvement.

3 Assessing Special Interest

This section is the core of the Appraisal, aiming to give a more detailed analysis of the special interest of Haslemere Town Centre CA. This will consider its location and setting, historical development, architectural quality, open space and landscape, BLMs and an assessment of condition.

3.1 Location and Setting

3.1.1 General Character

The CA consists of three main areas:

- Character Area (ChA) 1: Town Meadow on Lower Street (including Shepherds Hill and Sandrock).
- Character Area 2: Medieval T – shaped pattern of the High Street, Lower Street and Petworth Road.
- Character Area 3: Church Lane and Church Green

[see map Appendix 2 – to follow]

ChA 1 consists mainly of open spaces (Town Meadow) and the Shepherds Hill woodland with small groups of cottages and individual houses (in the Surrey vernacular) on reasonably generous plots. The terraced cottages on Shepherds Hill are late 17th and 18th century. The vernacular style is one in which the lower parts of the wall are of brick and stonework and the upper parts are clad with hanging tiles, often with semi-circular or pointed ends. Courts Hill Road and Sandrock have a core of historical buildings, many of which have been modernised with sensitive extensions. The spine of the area, Sandrock, is a narrow ancient drove road⁶.

⁶ Haslemere Design Statement, Haslemere Initiative, 2012.

ChA 2 has the most concentrated area of buildings, primarily concerned with shopping and commercial activity. The High Street is wider than the average street in similar sized CAs in Waverley, for example, there is a greater sense of enclosure on Godalming High Street compared to Haslemere High Street. The High Street is generally open and straight offering good views of the CA.

The Georgian Town Hall (1814) sits at the southern end of the High Street and forms a traffic island. It is somewhat over-shadowed by buildings to the south, namely 10, 12 & 14 High Street including the Grade II listed Half Moon House (10), a bank (12) and a BLM (14) which are larger in scale and more impressive in historical character.

There are many listed buildings in the High Street including the timber framed Georgian House Hotel; the White Horse Hotel; 20 High Street (Kings House); and 18 High Street (The Old House), all Grade II listed. The Town House in the upper part of the High Street is a typical Georgian (18th century) building with a formal brick elevation with a top storey (19th century) addition in a classical style. It is especially interesting because the south flank wall has “mathematical” tile hanging. Internally the house also has a fine carved oak panelled staircase. The more modern buildings in the High Street reflect the style and character of the listed buildings. Some of these buildings are BLMs such as Lloyds Bank, 12 High Street and the group of buildings on the corner of the High Street and Lower Street, including the Swan Inn.

ChA 3 is St. Bartholomew’s Church and the church green. This area consists of narrow lanes with high hedgerows, mature trees and the attractive setting of the church and Church Hill House. St Bartholomew’s Church was rebuilt in 1870 and was designed by local architect JW Penfold FRIBA. It is made of mellowed stone with a tiled roof and contains a stained glass window by Sir E Burne-Jones. Church Hill House next door is a finely proportioned 18th century Queen Anne House of brick and tile with sash windows. Both the church and the house are enclosed by fine examples of low coursed rubble walls with a low wrought iron rail above. Both buildings face on an attractive green which provides a pleasant focal point for this particular area.

3.1.2 Economic Profile and Potential forces for change

Waverley in general is an affluent area with a buoyant local economy and low level of unemployment. 73% of people own their home in the Haslemere Town Centre CA and there is 4.4% unemployment⁷.

⁷ Haslemere CA Census 2011 data from <http://www.neighbourhood.statistics.gov.uk>

Haslemere town centre is a mix of retail, office and residential. The level of unoccupied retail units is quite low and the turnaround of new retail units is reasonably quick, although there are a few units which have been vacant long term. There is a strong presence of independent shops and Haslemere also has a monthly farmer's market.

3.1.3 Vistas

There are many significant views in the CA. The main ones are:

- Looking south on High Street from the Museum
- Town House
- The Georgian House Hotel and horse chestnut tree
- The Hillsides from the junction of West Street and High Street
- The War Memorial and Town Hall behind
- The view of the National Trust meadows from the edge of the CA, .e.g. Well Lane
- The post office buildings on West Street
- Near the railway bridge on Church Lane looking up at St Bartholomew's Church, Church House and green in the foreground.
- On Shepherds Hill looking down the road at curved row of listed terrace cottages (11-27 Shepherds Hill & Heath Cottage)
- Views of the woodland on Shepherds Hill
- Views across the town and Town Meadow from the viewing point on Shepherds Hill.

[INSERT ILLUSTRATION]

3.2 Historic Development

There has been a settlement in the vicinity of Haslemere for over 1000 years and over the centuries the street pattern has developed and the town has taken shape as we see it today.

There are several significant dates within Haslemere's history which have influenced the development of the town. The main period of development was the late 19th/early 20th century. This is reflected in the style of many of the buildings, although the street pattern of the historical core is medieval.

Records of the historic area of Haslemere date back to 1200s, when the first charter was given for a market in 1221. A fair to celebrate this charter is held every two years; the next fair will be held in May 2016.

All that is known of its character from this period was that there was a small pond, a causeway and an old market house approximately on the site of what is now the Swan Inn. It was a small market town in the medieval period with a church in Chiddingfold, a chapel at Piperham (close to the existing church of St Bartholomew's) and it lay in the Manor of Godalming. It developed slowly but remained in the parish of Chiddingfold. The town at this time consisted of the existing T – shaped pattern of the High Street, Lower Street and Petworth Road. Industries such as glassmaking, iron ore smelting and leather tanning brought wealth and prosperity to Haslemere. During the 16th to 18th centuries Haslemere became an industrial centre for small scale iron-working and craft industries, but remained a rural town until the mid 19th century.

The first map of the street layout was made by William Morley in 1735⁸. It showed property on the High Street, Lower Street, Petworth Road and Shepherds Hill. The High Street frontage had a number of large properties, including Town House owned by General James Oglethorpe. He was MP for Haslemere and founded the American colony of Georgia.

The Tithe Map (1842) shows that Haslemere remained broadly the same size with a small scattering of properties in the Wey Hill area, demonstrating that it continued to retain its small market town character. In 1859 the railway came to Haslemere and changes began, albeit slowly. In the 1871 map, there were additional houses in the medieval centre.

By 1917 the maps show considerable change. The town had more than doubled its physical size since 1871. The population had increased from 840 in 1842 to 3864 in 1921. This was partly due to the arrival of the railway, but also because the town became a fashionable place to live. A small arts and crafts movement developed and more affluent people moved in, building Edwardian low density houses on the hills around the centre. At the same time small cottages were being built in Bridge Road. At the end of the 1890s West Street was constructed to give access to St Bartholomew's School and enable development of the area. The Bridge Road area was completed after the First World War.

The upper part of Museum Hill and Shepherds Hill areas were developed with low density large houses with fine views. The land on the east side of the High Street is

⁸ Haslemere Inset Plan SPG Consultation Draft Feb 1995, Waverley Borough Council.

wet and slopes to a stream. It became a National Trust property in 1954 called Swan Barn Valley. The west side was developed up to the railway line and the north was developed with larger houses.

3.3 Architectural Quality and Built Form

The density of the historical buildings on the main streets makes a significant contribution to the character of the area and many are listed. In general, these buildings vary in scale and age but are mostly 2 - 3 storeys and date from the 16th – 20th century.

3.3.1 Scale and Height of Buildings

Most buildings are 2 storeys, but the scale ranges widely from small 17th century cottages, for example 31-35 Lower Street, to large Victorian villas, for example 45-47 High Street. This variety of scales and styles makes the area interesting and contributes to the vitality of the town.

There are very few buildings which are three storeys or more. Some are modern:

- Redwood Manor, Tanner's Lane.
- 1-4 Hillcroft, Shepherds Hill

Some are from the 18th century:

- Town House
- Georgian House Hotel

Some are from the 17th century:

- 10 High Street

Notably, 10 High Street is four storeys in height, however its scale and form is more subtle than its neighbour 12 High Street (currently Lloyds bank) which is 3 storeys. No. 12 is a taller building, bulkier and more dominant on the street scene.

3.3.2 Frontages and Passageways

Buildings on the High Street are often separated by accesses and passageways which reduce the appearance of built form and results in individual buildings rather than terraces. In contrast Petworth Road & Lower Street are defined mainly as terraces which create more solid frontages and a more enclosed street scene.

3.3.3 Details

There are several important details which are prevalent in the CA. They include:

- Chimneys on commercial as well as domestic buildings, giving a domestic appearance to the High Street.
- Dormers on many buildings provide accommodation in the roof space. These range from small dormers on the White Horse Hotel to large dormers on 12 (Lloyds Bank) High Street.
- The roofscape when travelling from north to south of the CA. The High Street slopes down and up again at the junction with West Street and create an attractive view of different levels and pitches of roofs.
- Iron gateways, for example on the Swan Hotel, High Street.
- Cupolas, for example on the Town Hall.
- Weather vanes.
- Other heritage features (see Section 3.5).

3.3.4 Materials

Varied materials give a different appearance to buildings making the street interesting and distinctive. Key materials include:

- Red bricks
- Stone
- Stucco
- Tile hanging for walls
- Slate and tile for roofs, however tile dominates.

3.3.5 Footpaths/ Public Realm

Footpaths form an important feature throughout the CA ensuring good connectivity for pedestrians. Paving stones, iron stone and granite setts are laid in a particular style in ChA2. Iron stone and granite setts laid toward the road, acting as verges are distinctive to Haslemere. There are also iron stone and granite setts at the accesses and passageways off the High Street.

3.3.6 Period and Style

Over 50 buildings survive from before the 18th century though some are not obvious as they are partly concealed, for example, 30 High Street is hidden behind a shop front which extends across three gables of the 17th century building. 43 Lower Street dates from the 16th century, but is hidden altogether by the United Reform Church built in the 19th century. Other older buildings are more apparent such as Half Moon House, High Street, where the timber frame is clearly visible.

In contrast to Farnham, Haslemere's historic core has fewer Georgian buildings. It has more 17th than 18th century buildings and therefore lacks the formality of Georgian architecture and street scene found in Castle Street, Farnham. Town House and the Georgian House Hotel represent the grander style of this period. Some of the small scale terraced cottages of Lower Street, Shepherds Hill and Petworth Road also date from the 18th century.

The largest group of buildings date from the 19th century. In the beginning of the 1800s the Georgian style was still in evidence, but this was overtaken by the Victorian style of architecture and finally by the Arts and Crafts movement. This explains why, within one century, the style in Haslemere ranged from plain small scale cottages, e.g. 45-49 Lower Street, to Arts and Crafts style houses like Oliver's House (53 High Street) to grander late 19th century buildings like Lloyds Bank (12 High Street). Most of the 19th century buildings are not of national architectural or historical merit and therefore are not listed. There is evidence that many small older buildings were demolished at the end of the 19th century and replaced with larger more imposing late Victorian and Edwardian buildings.

20th century buildings include some Edwardian buildings like the National Westminster Bank, (24) High Street and 35-37 High Street which was built in the 1930s. Most of the 20th century buildings are in a period style, for example 12 (Barclays Bank) and 14 High Street. These blend very well with the older buildings. The more obvious modern buildings are 1-4 Hillcroft on Shepherds Hill.

On the whole, most of the buildings are in good condition.

3.4 Listed Buildings

There are 105 statutory listed buildings in the Conservation Area;

Examples of Grade II* listed buildings include:

- Town House, High Street

- Church Hill House, Church Green

Examples of Grade II listed buildings include:

- Half Moon House, High Street
- Georgian House Hotel, High Street
- The Town Hall
- 3 & 5 Petworth Road
- 13 Lower Street
- 15-17 Shepherds Hill

All listed buildings are available to view in detail on Waverley Borough Council's mapping system as well as the "National Heritage List for England"⁹.

3.5 Buildings of Local Merit

BLMs are buildings identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM).

There are 8 BLMs within the CA. Under the NPPF, BLMs are considered to be "Designated Heritage Assets".

3.6 Heritage Features

In 1986 Waverley Borough Council produced a list of heritage features in Waverley¹⁰. The list covers natural landmarks, archaeological sites, historic structures and historic trees, roads, trackways and gardens. The purpose of the list was to identify features which were a significant and valuable part of the character and history of the Borough but for the most part were not protected by legislation. The intention was that by recording them there would be more awareness of the value of preserving them. There are 9 heritage features in the Haslemere CA, this include features such as the war memorial, wells, drinking fountain and memorials within the church.

⁹ <http://list.english-heritage.org.uk/>

¹⁰ Heritage Features in Waverley (4 volumes) WBC 1986.

In accordance with National Planning Policy Framework (NPPF), Heritage Features are “Designated Heritage Assets”.

3.7 Heritage at Risk

There are no buildings within the CA on the Waverley BC & English Heritage “Heritage at Risk Register”.

It is important to ensure that any listed buildings that fall into disrepair are identified early, so that Waverley Borough Council can work with the owners to find appropriate solutions and bring the building into a productive use.

Whilst the main responsibility falls with Waverley and the owner, it is advantageous that others interested in the built heritage of Haslemere ‘keep an eye’ of the historic fabric and report anything of concern.

3.8 Open Space and Landscape

The open space, woodland and the surrounding hillsides of the CA are as significant as the architecture and character of the built environment. The open space and landscape provides recreation as well as an aesthetic quality to the town’s character. Examples include the town meadow at the junction of Tanner’s Lane and Lower Street, the woodland open space on Shepherds Hill, the green space in front of St. Bartholomew’s Church and the surrounding landscape on Church Lane.

There are many trees in and adjacent to the CA which are protected by Tree Preservation Orders (TPOs). The most significant is the large horse chestnut (planted in 1792) in front of the Georgian House Hotel. This offers a significant landmark within the CA. There are many trees on the Hillside which can be viewed from within the CA. These exist in the gardens of many houses in the “Half Moon Estate”.

There are many footpaths or “snickets” within the CA offering well landscaped and picturesque shortcuts through the area. One of these includes the start of the “Greensand Way”, a long distance path which starts on the High Street just beyond the Georgian House Hotel and continues to the Devil’s Punchbowl and beyond¹¹. The “Serpent Trail” also commences just outside the CA, to the east of the High Street and passes through many National Trust sites.

¹¹ http://www.surreycc.gov.uk/__data/assets/pdf_file/0010/177994/Map-One.pdf

3.9 Assessment of Condition

There are opportunities for improved public realm and connectivity to existing green spaces. Views are also important and these should be preserved. There is some evidence of deterioration of important buildings and also some unsympathetic development has taken place in the 20th Century. However, the overall the condition of the CA is generally good.

3.10 CA extension [See map Appendix 3]

English Heritage guidance states that the first consideration when considering the designation of a CA is whether there is sufficient special interest to warrant designation. However, designation should never be undertaken solely in response to local pressure or to have more control over unlisted buildings. Conservation area designation is not generally an appropriate means of protecting the wider landscape. However, it might be appropriate for historic gardens and parkland associated with buildings.

The NPPF (paragraph 127) explains that the designation of conservation areas should only be considered where that area justifies such status because of its special architectural or historic interest. It goes on to clarify that the concept of conservation should not be devalued through the designation of areas that lack special interest. This second point is particularly relevant when considering extensions to existing conservation areas.

The *immediate* setting of the area also needs to be considered carefully and within reason included in the boundary, if protection is desirable¹². The test should be whether a wider area justifies the additional controls that result from designation or whether it is more a matter of adding appropriate policy and/ or applying normal development controls in a way that respects the character and appearance of the CA.

The northern side of West Street previously fell outside the Haslemere Town Centre CA, however it is considered worthy of inclusion. Whilst this area displays a variety of architectural forms, it does have a common thread which strongly relates it to the High Street and wider CA. In particular the shop fronts, many of which are original, strongly contribute to the character of the street at ground floor level.

¹² Mynors, C (2006) Listed Buildings, Conservation Areas and Monuments, 4th Edition, Sweet & Maxwell, London.

There are also two significant buildings in this area, namely the former police and former fire station. Both of which were constructed at a time when pride was taken in designing buildings which served a civic purpose – these positively contribute to the character and appearance of the area and again provide a narrative as to how the town has developed over time. The former police station has also recently been designated a BLM.

Overall this proposed extension fits comfortably into the wider CA and in particular ChA2.

PART 2 – Management Plan

4 Management Plan

The Management Plan sets out specific actions/projects aimed at preserving and enhancing the CA in the future.

4.1 Managing change

Sometimes the qualities that make CAs appealing might lead to further pressure for development. However, large development opportunities within the Haslemere Town Centre CA are limited primarily due to the historic development of the town. There have been a number of smaller residential developments over the last few years including Collards Gate, Penfold Manor and Bakehouse Yard. The impact on the CA was one of the key considerations when determining these planning applications.

The Haslemere Key Site (adjacent to the CA) was identified in the Local Plan 2002 in saved policy TC7 – Haslemere Key Site: Land between West Street and Lower Street. If the key site were to come forward as a development site, the content of this document alongside other adopted guidance should be taken into account. There are no other site allocations either within or adjacent to the CA identified within the current Local Plan.

Primarily, changes within the Haslemere Town Centre CA tend to be small and incremental. Where consent or planning permission is necessary, it is expected that the appraisal section of this document be taken into account when making the decision.

Various small scale enhancement opportunities within the CA have also been identified and form part of this management plan.

4.2 Designation

4.2.1 Buildings of Local Merit

In addition to statutory listing, the NPPF has stated that Heritage Features and BLMs are designated heritage assets. Waverley has set up a project to identify review and adopt additional BLM. This is a community led project which includes a

consultation process with owners and local amenity societies. Normally the relevant town or parish council takes the lead on the project with support given by Waverley.

Recommendation:

That the Town Council works with the Haslemere Society to undertake a review of the BLMs to identify potential candidates to be designated as a BLM.

4.3 Celebration

4.3.1 Waverley Design Awards

The Waverley Design Awards scheme was introduced in 1995, to encourage an interest in the quality of the built and natural environment of the borough. The scheme also promotes an awareness of the need for high standards in design including planning, architecture, sustainable development and landscaping.

The awards are made every two years and the next one is due in 2015. It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Haslemere Town Council and the Haslemere Society are encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.3.2 Celebratory Schemes

There are no celebratory schemes in Haslemere. The RHS Britain “In Bloom” scheme focuses on the flora displays of private and public gardens including commercial and public buildings. Individuals and public organisations can apply. The scheme is designed to have a positive impact and to inspire a sense of place, together with community spirit and pride. As such this sits comfortably with the aims and objectives of the CAA. Whilst there are two regular local planting schemes there is the opportunity for these to be recognised through the national scheme.

Haslemere town centre contains many fine traditional and modern shop fronts that are an important element in the townscape. It is important to preserve and enhance these as they make a positive contribution to the appearance, vitality and viability of the town centre. A local shop front competition would encourage traders to have a sense of pride in their premises. This would celebrate the efforts and encourage

others to participate. It is important that good quality shop fronts are recognised locally for their contribution to the street scene.

Whilst this would complement the Waverley Design Awards scheme, it is considered pertinent that this be administered at a local level on an annual basis by Haslemere Town Council or the Haslemere Society.

Recommendation:

It is important that good quality shop fronts and flora displays are recognised locally for their contribution to the street scene. As such local competitions should be encouraged. The Haslemere Town Council or the Haslemere Society are also encouraged to set up an annual shop front award and RHS Britain “in bloom” programme to celebrate the best shop fronts and flora displays within the town centre.

4.4 Enhancement Schemes

4.4.1 Shop Fronts

A shop front photographic survey was undertaken in 2014 (see Appendix 3 - to follow). This found the majority of shop fronts to be acceptable to the CA setting.

The majority of changes to shop fronts generally occur when a new proprietor wishes to implement their corporate style to ensure that their business is distinctive within the street scene and to draw in customers. This normally means that the colour of the shop front is changed and new signage installed – both of which may not be controlled through the planning system.

Waverley has design guidance related to shop fronts, produced in the early 1990's¹³. This document is a material planning consideration for use in the determination of planning applications. Whilst the number of shop front planning applications is relatively low, the guidance is useful and should be reviewed to ensure that it is up to date and relevant.

It is considered that the guidance should cover the whole of Waverley and not be specific to each individual town (or village) centre as the issues are similar.

¹³ http://www.waverley.gov.uk/downloads/file/3513/shopfronts_in_waverley

Recommendation:

The Waverley shop front design guidance should be reviewed, where necessary updated and considered for adoption as a supplementary planning document to be used when determining relevant planning applications borough wide.

4.4.2 Advertisements

Advertisements play an important role within the street scene adding to the vibrancy of an area. However, advertisements can also undermine an area, create hazards to those with mobility issues and add to clutter. In addition, given the current economic climate a balance needs to be struck between supporting local businesses and controlling advertising to ensure that the amenity of the area is not unacceptably affected.

Advertisement boards (A-boards) have been identified by the Disability Forum as a particular concern in terms of mobility within Waverley's town and village centres. Surrey County Council (SCC) has published guidance on Advertising on the Highway¹⁴ with the emphasis on its Highways Authority responsibilities. Waverley will work with SCC to address issues that these guidelines raise.

Recommendation:

Stakeholders support SCC and WBC in taking appropriate action to deal with A-boards that conflict with the published guidelines.

4.4.3 Standardisation of street furniture and de-cluttering

It is important to reinforce the distinctiveness of Haslemere through a clear and consolidated approach to street furniture, including bollards, lamp posts, benches and litter bins.

In order to ensure consistency throughout the Conservation Area, coordinated street furniture should be implemented throughout the town and within new public realm schemes. Where this is not possible, the commissioning authority (whether it is Waverley, Surrey or Haslemere Town Council) should contact the Planning Projects Team to discuss a suitable alternative.

¹⁴ <http://www.surreycc.gov.uk/?a=445816>

Road markings should be kept to a minimum and thin (conservation area) double yellow lines should be used where necessary.

Improving the CA does not just mean the installation of new coordinated street furniture, it also means rationalising what is already there and removing or repositioning signage and street furniture that is no longer required or used. It also involves cleaning road signs on a regular basis.

Recommendation:

The Steering Group should conduct a survey with SCC to identify areas most in need, and specific signs to be removed. This could include:

- **Redundant posts with no signage.**
- **Redundant signage no longer required.**
- **The rationalisation of signage and furniture where other, more appropriate signage/ furniture exists.**
- **Upgrade, clean or replace signage in poor repair.**

4.4.4 Pedestrian Guardrails

Guardrails are usually installed where there is a risk, or perceived risk, that pedestrians will, in their absence, cross carriageways away from designated crossing points, or will otherwise wander into places where they can come into conflict with motor traffic.

There are a number of pedestrian guardrails which do not make a positive contribution to the CA for example at the “top” of the High Street adjacent to the Town Hall. Whilst the removal of the guardrails could be subject to highway safety concerns, an alternative design could be considered to blend with the aesthetics of the CA whilst continuing to ensure highway safety.

Recommendation:

The Steering Group should conduct a survey with SCC officers to identify opportunities where guard rails could potentially be removed or improved. Whilst the long term ambition would be to remove all those that are not necessary, this will need to be balanced alongside highway safety concerns (following LTN 2/09¹⁵). The final decision in this instance would rest with SCC.

¹⁵ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3806/ltn-2-09.pdf

4.4.5 Public Art

There is a notable absence of public art within the Haslemere Town Centre CA. However there are a number of places where public art could contribute to the street scene, such as the public space at the junction of College Hill and the High Street or at the junction of Shepherds Hill and Lower Street.

Recommendation:

Opportunities to install public art (in appropriate locations) should be considered. Prior to commissioning, discussions should take place between Waverley and Haslemere Town Council, and where necessary SCC, to ensure that the location, design, scale and materials are appropriate.

4.4.6 Poorly maintained private land

Poorly maintained private land can significantly undermine the quality of the environment and there are small pockets in the CA and suggested CA extension where this appears to be a problem.

Recommendation:

Work with landowners to come to a suitable solution to badly maintained properties. In certain circumstances the Planning Enforcement Team at Waverley BC may take appropriate action for example Section 215 notices.

4.4.7 Utility companies

Utility companies often carry out works on the highway within the CA (road or pavement). Utility companies (and their contractors) are required to ensure that the surface is made good, to the same standard that was originally there. In addition, it is understood that they can implement a temporary surface for a period of six months before making the area good. Within a CA unsatisfactory works by utility companies can undermine the character of the area and have a detrimental impact on the appearance of the street.

A Task Group at Surrey County Council (SCC) has produced a report: "Improving the Co-ordination and Quality of Work of Utilities Companies in Surrey", 10 January 2013 which considered the views of residents, Councillors, utilities companies and officers. The conclusions were that SCC could undertake a number of actions to work more effectively with utilities companies to improve the quality of street works in Surrey, minimising the disruption caused to residents and road users by:

- Communication
- Monitoring and Reporting
- Utility companies must apply for a permit from the Streetworks team at SCC.
- Improved working in areas with special conditions (*including Conservation Areas*).

Recommendation

Utility Companies should be made aware of the Conservation Area Appraisal document, and in particular be encouraged to ensure that their work is completed and 'made-good' as soon as practically possible. Where this has not happened (and within the existing guidance) the Streetworks team at SCC should be informed so that they can take appropriate action.

4.5 Public Realm Enhancements

There are a number of areas which could be considered for environmental enhancements. They include:

4.5.1 The public realm surrounding the horse chestnut tree at the Georgian House Hotel

There is opportunity to improve the public realm surrounding the horse chestnut tree at the Georgian House Hotel. There is already a public bench, but improvements could be made to the pavement in front of it. A night time feature could also be made of the tree with the addition of lights, for example. There is already mains electricity connected to the tree. This would improve the public space at this location as well as create a landmark feature for the hotel and the town in the evening.

4.5.2 Outside 42 High Street (currently Costa)

This area would benefit from an additional bin close to the shop. It is a popular area with outside seating which should continue to be encouraged. An extra bin would help with the management of litter in this area.

4.5.3 Tall planters and public space on the High Street and Petworth Road

There are two tall planters in the CA; one is on the pavement outside 40 High Street and another is just around the corner in a small public space in front of 10 Petworth Road. A consultation process was undertaken for the Haslemere Design Statement and this showed that the planters were disliked by residents. They are hard to maintain in terms of watering and planting and the displays are not always noticeable due to their height. It is possible to dismantle the planters and locate them elsewhere in the town or recycle the materials for public art at these or other locations. The public space on Petworth Road could be further improved by repositioning the public bench away from the road and closer to 10 Petworth Road.

4.5.4 Public realm at the bottom of the College Hill and the High Street and at the junction of Shepherds Hill and Lower Street.

The public realm at these locations could be improved with landscaping and some public art to commemorate significant events or people in Haslemere's history.

4.5.5 Pedestrian Links

There should be improved connectivity between West Street and Lower Street.

The presence of the National Trust land near the High Street and footpaths throughout the CA offers tranquil areas and routes away from traffic. These should be regularly maintained, landscaped and signposted in the form of green "way finding" throughout the CA and beyond. There could also be improved access to National Trust land via the Swan Barn car park.

4.5.6 Benches

There is an opportunity to place additional benches in appropriate places though out the town to take in the views within the CA as well as aid those with mobility problems.

4.6 Trees, Open Space and Green Infrastructure Strategy

Haslemere Town Centre has limited opportunities for tree planting given the closeness of development; however the green space at the corner of Shepherds Hill and Lower Street may be a possible site for more trees. There are more opportunities in ChA 2 and ChA 3 for additional trees, for example on the green in front of St. Bartholomew's Church. The existing green spaces in ChA 2 and ChA 3 should be preserved and where possible enhanced.

There is a prominent horse chestnut tree on the High Street next to the Georgian House Hotel and provides important amenity value.

Trees within a CA are protected as a result of the requirement to give prior notice of intended felling. This gives the Council the opportunity to make Tree Protection Orders as necessary in the interest of maintaining public amenity.

Recommendation:

Investigate scope for additional tree planting in key visible locations within the CA without detracting from the townscape.

4.7 Taking the CAA forward

It is recognised that the CAA be a living document that informs the consideration of planning applications within the area. It also, through the Management Plan, identifies the key environmental enhancements that are a priority for the CA. Whilst Waverley Borough Council has a key role in ensuring that the document is implemented and regularly reviewed, many of the Management Plan actions need to be co-ordinated with partner organisations such as Surrey County Council and Haslemere Town Council. Without these partners involvement, many of the projects will neither be viable or achievable on the ground.

Recommendation:

That the membership of the Steering Group be reviewed to ensure the relevant Councillors, Officers and local organisations are represented to take forward the Management Plan, prioritising actions and to encourage implementation.

Appendix 1

Extracts from Waverley BC Local Plan 2002

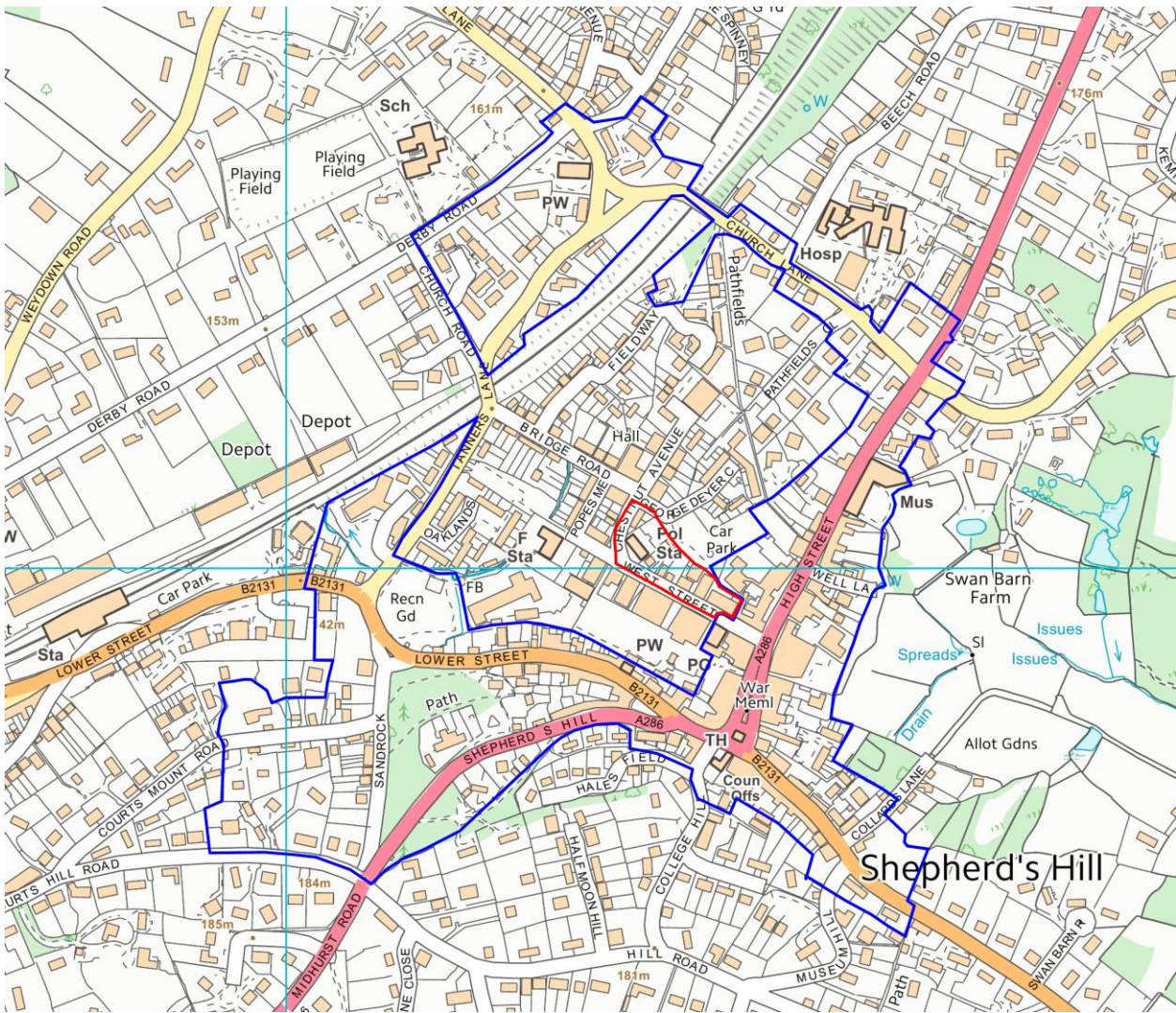
Local Plan Policy HE8 – Conservation Areas

The Council will seek to preserve or enhance the character of conservation areas by:



- (a) the retention of those buildings and other features, including trees, which make a significant contribution to the character of the conservation area;
- (b) requiring a high standard for any new development within or adjoining conservation areas, to ensure that the design is in harmony with the characteristic form of the area and surrounding buildings, in terms of scale, height, layout, design, building style and materials;
- (c) in exceptional circumstances, allowing the relaxation of planning policies and building regulations to secure the retention of a significant unlisted building;
- (d) protecting open spaces and views important to the character and setting of the area;
- (e) carrying out conservation area appraisals;
- (f) requiring a high standard and sympathetic design for advertisements. Internally illuminated signs will not be permitted;
- (g) encouraging the retention and restoration of shop fronts where much of the original detailing still remains. Alterations will take into account the upper floors in terms of scale, proportion, vertical alignment, architectural style and materials. Regard shall be paid to the appearance of neighbouring shop fronts, so that the proposal will blend in with the street scene.
- (h) encouraging the Highway Authority to have regard to environmental and conservation considerations in implementing works associated with its statutory duties, including the maintenance, repair and improvement of public highways and the provision of yellow lines, street direction signs and street lighting.

Appendix 2 – Character Areas (to follow)

Appendix 3 – CA Extension Map



Key

-  Existing CA boundary
-  Proposed West Street extension

Appendix 4 - Glossary of terms

IMPORTANT NOTE: This glossary does not provide legal definitions, but acts as a guide to key planning terms.

Building of Local Merit

BLM stands for Building of Local Merit. It is a building identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). In Waverley we chose the designation BLM because it is less likely to be confused with statutory listed buildings and also recognises that not all our valuable buildings are within towns.

Conservation Areas

Areas designated by the Local Planning Authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 as being of special architectural or historic interest, the character of which it is desirable to preserve and enhance.

Core Strategy

A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area. (See also: Development Plan Documents.)

Development

Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.”

Development Plan Documents (DPDs)

Development Plan Documents (DPDs) are prepared by local planning authorities and form an essential part of the Development Plan, outlining the key development

goals. Once adopted, development control decisions (see definition above) must be made in accordance with them unless material considerations indicate otherwise. Development Plan Documents include the Core Strategy and, where needed, area action plans.

Haslemere Design Statement (HDS)

The Haslemere Design statement was produced by the community in 2012 to identify local character and set out design guidance to help guide new development.

Heritage Assets

Parts of the historic environment which have significance because of their historic, archaeological, architectural or artistic interest.

Listed Building

A building of special architectural or historic interest. Listed buildings are graded I, II* or II. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls) within its curtilage. English Heritage is responsible for designating buildings for listing in England.

Local Plan

A development plan prepared by district and other local planning authorities.

Non-designated Heritage Assets

These are buildings, monuments, sites, places, areas or landscapes that have not previously been formally identified but that have a degree of significance meriting consideration in planning decisions, because of its heritage interest.

NPPF (National Planning Policy Framework)

Issued by central government setting out its planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to

do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

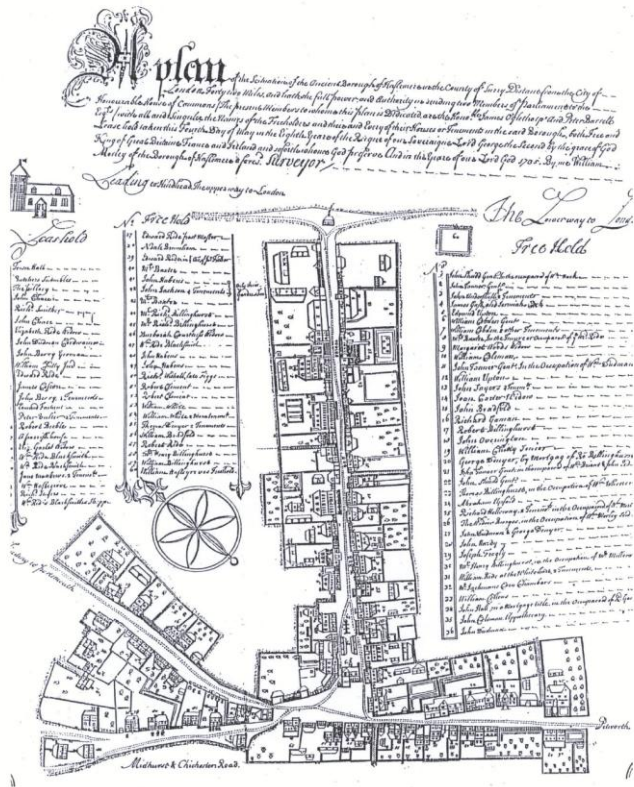
Saved Policies

Policies within unitary development plans, local plans and structure plans that are 'saved' for a time period during the production of policies in Local Development Documents, which will eventually replace them.

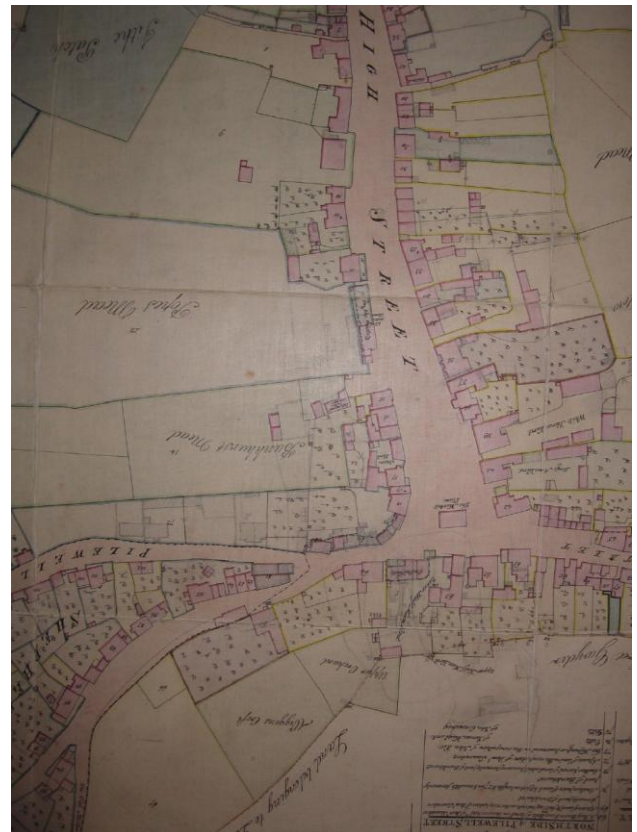
Supplementary Planning Documents

A Supplementary Planning Document is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.

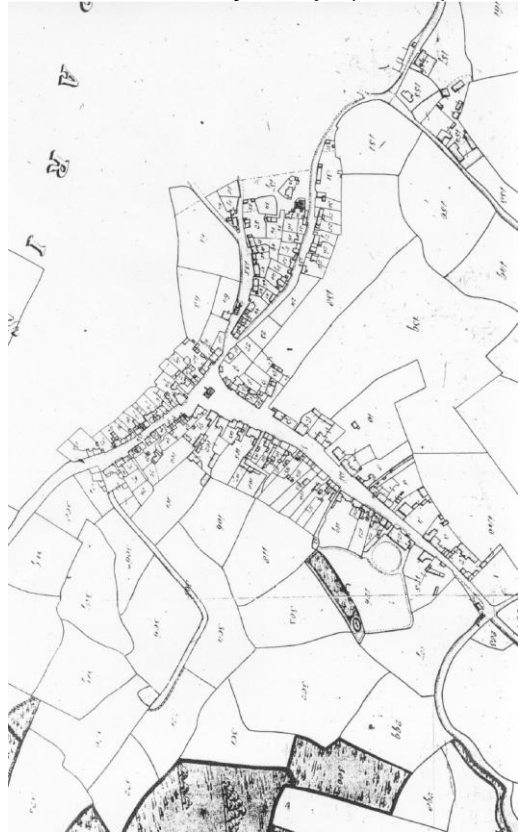
Appendix 5 - Historical Maps



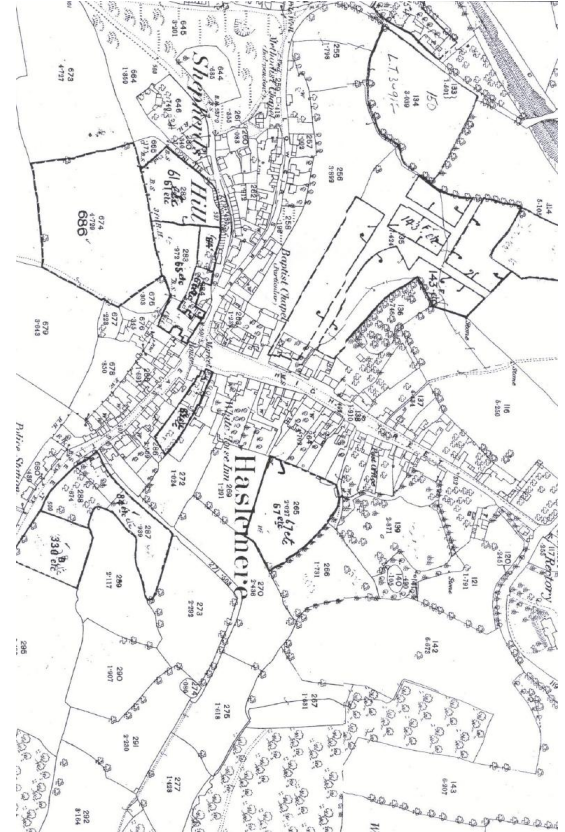
William Morely map (1735)



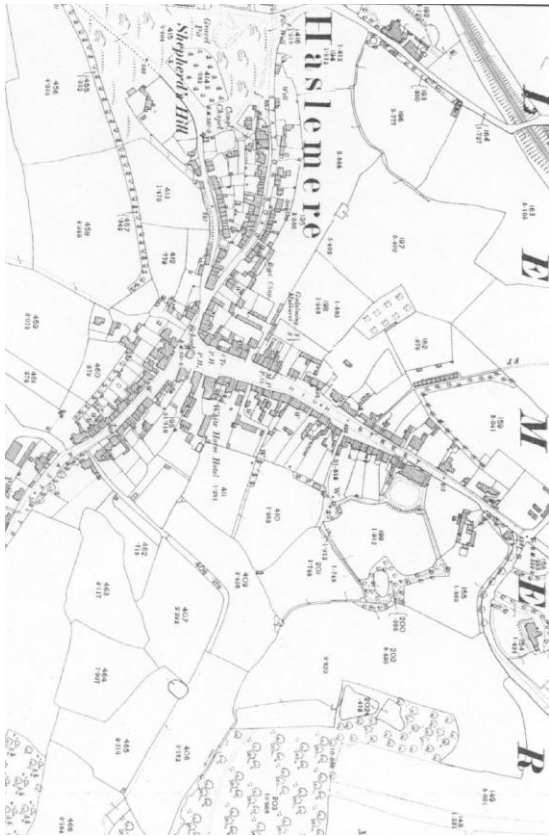
1817



Tithe Map 1942



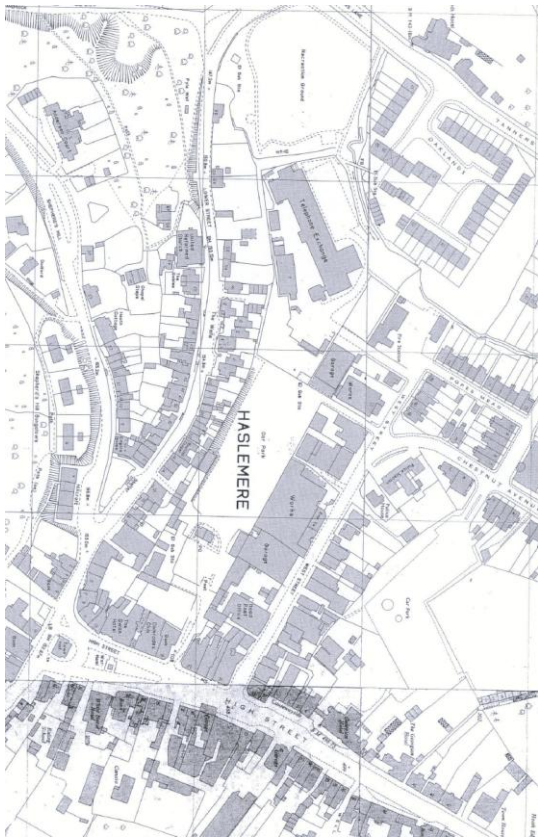
1871



1898



1913



1960

Appendix 6 – Shop Front Survey (to follow)



WAVERLEY BOROUGH COUNCIL

COMMUNITY ASSET TRANSFER POLICY

DRAFT

CONTENTS

1. Introduction
2. Purpose of this Policy
3. National Policy Context
4. Local policy context and links to other strategies
5. Aims of Community Asset Transfer
6. Principles of the Council's Community Asset Transfer Policy
7. Criteria to be adopted for considering requests for Community Asset Transfer|
8. Consideration by the Council
9. Risks to be addressed
10. The Asset Transfer Process

1. Introduction

The Council needs to fully consider the benefits and risks of asset transfer as part of its overall corporate asset management process, while ensuring that it protects its community assets for the future. Due to the diverse nature of the Council's property holdings, one policy will not cover all circumstances. However, a number of common themes will apply before contemplating the transfer of any asset, including the nature and capacity of the applicant; adoption of robust option appraisals (including financial implications to the Council); contribution to corporate objectives; assessment of risks and sustainable business cases. The Council therefore needs a clear policy framework against which to judge any request for transfer of community assets.

2. Purpose of this Policy

The purpose of this Community Asset Transfer Policy is to set a transparent and consistent framework to enable (where appropriate) asset transfer from the Council to community organisations. To achieve this it is necessary to demonstrate how community asset transfer supports both the Council's and wider community objectives.

3. National policy context

The Local Government Public Involvement Act 2007 and Localism Act 2011 brought about a number of public sector reforms aimed at creating strong, prosperous communities and delivering better public services through a re-balancing of the relationship between Central Government, Local Government and local people by giving residents a greater say over local services.

One element of is the transfer of property assets to the community, based upon the view that there are realisable benefits to be obtained from giving the community a greater say in their area. Asset Transfer is defined by Department of Communities and Local Government as "passing ownership or management of a building or piece of land from a public sector body to a third sector organisation".

The clear lead from Central Government is that local management and ownership of assets makes for strong communities.

4. Local policy context and links to other strategies

The operation of this Policy will need to have regard to the desired outcomes in other Council strategies, including:

- Waverley Borough Council's Corporate Plan [LINK]
- [ADD]
- [ADD]
- [ADD]
- [ADD]

5. Aims of Community Asset Transfer

The Council's Property Portfolio includes land, buildings and other structures held to support direct service delivery, support delivery by partners including the voluntary sector, stimulate economic activity and regeneration, support the Council's budgets and also acting as custodian of community assets. Through the ownership of assets the Council achieves a variety of different economic, regeneration, social, community and public functions. For some of these assets, community management and ownership could deliver:

- benefits to the Council and other public sector service providers (Benefits to public sector providers can arise from: the creation of a new partner able to tap into additional resources; the ability to engage with a more cohesive local community; new service provision complementing and augmenting statutory services)
- benefits to the local community (Benefits to the community can arise from: building confidence and capacity; attracting new investment and reinvigorating the local economy; and securing stronger, more cohesive and sustainable communities)
- benefits for the community organisation taking over management/operation of the asset (Benefits to the organisation include: financial security; increased recognition; power; management capacity and organisational development, and opportunities to expand and diversify).

The Council has the opportunity under the General Disposals Consent 2003 to sell or lease General Fund assets at less than best consideration in cases where it can demonstrate and attribute value to wellbeing benefits that would arise. Any disposal for less than best consideration would need to be transparent justifiable and have the appropriate Executive approval.

Under this Policy the Council will, amongst other aims, be seeking the following benefits from asset transfers;

- Benefits to the Council in terms of delivering services;
- Community empowerment;
- Area-wide benefits for the residents of Waverley Borough;

- A sustainable third sector;
- Economic development and social enterprise;
- Improvements to local services;
- Value for money;
- Delivery of the Council's Corporate Priorities.

6. Principles of the Council's asset transfer policy

The Council's policy on community asset transfer is underpinned by the following principles:

- The overriding principle is for the Council to protect its land and property assets, which are vital for the development and reinforcement of strong and vibrant communities.
- Any proposed asset transfer must support the aims and priorities of the Council as set out in its adopted policies.
- Recognise the Council's dual but independent roles as a supporter of the third sector but also as a steward of publicly owned assets.
- All Council Services will endorse and help to deliver this Policy.
- The Council will take a Strategic approach to Corporate Asset Management Planning by reviewing its portfolio and undertaking option appraisals which will include examining the transfer potential of its assets.
- The Council will adopt a transparent corporate process for asset transfer which will include a clear point of first contact and clear stages and timescales for each party.
- The Council will adopt an agreed method of assessing the benefits of the transfer (linked to the Council's Corporate Priorities) which allows a comparison with open market disposal.
- If any disposal at less than best consideration is pursued it will be accompanied by a legally-binding Service Level Agreement (SLA) or other appropriate legal agreements identifying the benefits and how these will be monitored and measured, together with the remedies available to both parties if the SLA or other mechanism is not met.

7. Criteria to be adopted for considering requests for Community Asset Transfer

The asset transfer decision involves the assessment of a number of criteria, including considering the options arising from:

- Benefits to respective parties (e.g. The Council, the local community, the third sector) generated by the transfer of the asset to the community.
- Loss of any existing income.
- Gain of any additional income from leases/licences.
- Potential loss of opportunity costs arising from the transfer.
- Retention of assets for service delivery.

Requests for the transfer of Council-owned assets will be considered where all of the following criteria are met.

The Applicant must be:

- Community-led, i.e. its governance arrangements must ensure that it has strong links with the local community and that members of the community are able to influence its operation and decision-making processes;

and/or

- A voluntary and community organisation - i.e. it must be a legal entity which:-
 - (i) Is non-governmental - not part of the statutory sector;
 - (ii) Must exist for community / social / environmental benefit;
 - (iii) Is non-profit distributing - it must reinvest any surpluses to further its social aims / community benefits;
 - (iv) Has community benefit objectives.

The applicant must also be:

- Appropriately constituted, for example, a registered charity; a Community Interest Company or a Charitable Incorporated Organisation; a Not-for-Profit company; a Co-Operative. Such constitution must allow the management /ownership of buildings and/or provision of services.
- Demonstrate good governance by operating through open and accountable processes, with adequate monitoring, evaluation and financial management systems.
- Can demonstrate it has the skills and capacity within or available to its managing body to effectively deliver services and manage the asset.

- Embrace diversity and work to improve community cohesion and reduce inequalities.
- Engaged in economic, environmental or social regeneration within Waverley or is providing a service of community benefit in line with the Council's core priorities.
- Demonstrate management experience and/or expertise.
- Management proposal includes a specific plan on health and safety issues and compliance with relevant legislation and any statutory requirements arising from ownership or management of the building and/or running a service.
- Applicant has demonstrated how they will address any capacity-building requirements within their organisation.
- Provide copies of the accounts of the organisation.
- Number of years established and/or track record of delivering services or property management.
- The organisation has a clear purpose and understanding of the activities it wishes to deliver.

b) The Asset

- A legal interest owned by the Council from which the transferee can demonstrate community benefit.
- The asset is in the freehold/leasehold ownership of the Council.
- An options appraisal has been carried out and approved by the Council's Asset Advisory Group to identify that the asset is suitable for community transfer as the sole or one of the viable options. This process will be adopted in response to requests, or in the case properties identified through internal reviews.
- The asset is not currently needed or identified for future investment value or use for service delivery, which could best be provided directly by the Council rather than through the community.
- The transfer will deliver the strategic priorities of the Council.
- The asset is fit for purpose and would not impose an unreasonable liability to the community organisation or the Council.
- Transfer or management of an asset would not be contrary to any obligation placed on the Council.

c) Proposed use

- The proposed use will demonstrably help in the delivery of the Council's community strategy, corporate needs and facilities for the use by the residents of Waverley.
- The proposed use will ensure extensive and inclusive reach into the community and will be open to all.
- The proposed use will maximise opportunities for income generation to ensure sustainability, for example, through social enterprise and the hiring of space and facilities.
- There is both a need and demand for the activities being proposed and consideration is given whether or not this is being satisfactorily addressed by another organisation.
- The applicant has established how much space it requires to deliver its proposals, and how they will make good use of the facilities.
- Clear management structure demonstrating how premises will be managed on a day-to-day basis.

d) Business Plan and Finance

Fundamental to the success of any transfer is the applicant demonstrating to the Council that they have a clear rationale backed by a robust business case of their ability to effectively manage the asset. This needs to include an assessment of the financial and organisational capacity of the organisation. The Council will consider the following factors in this respect:

- How the need for proposed transfer and use of asset has been identified, and what needs the transfer would meet.
- The Benefits case as a result of transfer.
- The capacity of the community organisation to acquire and manage the asset.
- The business case for future uses for the asset e.g. cashflow forecasts.
- The type of transfer sought, and why.
- Statement from current owning Service within the Council supporting the proposed transfer.
- Terms of any legally binding Service Level Agreement or any other legal agreement.
- Details of how the proposed use of the asset will be monitored and details of 'fall back' arrangements should the transfer prove to be unsustainable

In terms of proposing a business case for consideration by the Council, applicants will need to clearly identify:

- At least 5 years revenue or capital funding plans and projections of managing and operating the asset.
- How it will invest in and maintain the asset including a specific plan as to how all health and safety responsibilities will be met.
- The planned outcomes and benefits to result from the asset transfer.
- Demonstrated a community governance structure with capability to sustain asset transfer and has identified necessary capacity-building requirements within their organisation.
- Where transfer is requested at less than market value, either freehold or leasehold, the applicant has justified and quantified the benefits to the Council and the community to justify the subsidy. The Council will separately need to satisfy itself that any transfer is within its legal and financial powers.
- Any sources of finance the asset transfer will release or attract.
- Track record of delivering services and/or managing property.
- Financial sustainability and forward planning.
- Have established how much space is required and its potential usage

8. Consideration by the Council

In view of the diverse nature of assets within the Council's ownership, there is no single disposal method that suits all circumstances. However, the Council's policy will be that Community Asset Transfers will be by means of leases or licenses.

Freehold transfer will only be considered in exceptional circumstances, and must be the subject of a specific report to full Council to gain approval. The nature of tenure offered will be determined on a case-by-case basis having regard to the particular circumstances of the project, strength of the applicant and sustainability of the business case (etc.). The length and terms of any leasehold transfer will be determined by having regard to, and balancing, the applicant's access to funding and its ability to raise finance, together with the needs of the applicant, its management abilities and the Council's own needs and requirements in respect of the particular asset.

The asset transfer process be initially managed by the cross-service internal Officer and Member group – the Asset Advisory Group.

In cases where two or more community organisations are interested in a property, a staged selection procedure will need to be adopted. All transfers will be subject to open and public invitation to make an informal expression of interest. The initial consideration of the case would be by the Asset Advisory Group, who would report the options to the Corporate Management Team for consideration. The final decision will be taken by the Executive.

A critical aspect of this Policy will be the mechanism to measure the capacity of the community organisation in managing any Community Asset Transfer and, separately, the community impact and benefits of the asset transfer in terms of economic, social, or environmental wellbeing of the community.

Payments for use of the Assets

The decision whether to charge an open market consideration for the benefit of an interest in an asset will be determined on a case-by-case basis. Factors influencing such a decision will include; proposed uses, extent of revenue-generating opportunities; benefits to the community. In all cases involving transfer of ownership or occupation, appropriate

legal mechanisms will be put in place to protect the Councils financial position. Any proposed Community Asset Transfer at less than best consideration will be subject to formal valuation in accordance with the Royal Institution of Chartered Surveyors Valuation Standards.

Legal Issues

Issues arise or may arise with regard to:

- Domestic law applicable to disposals at an undervalue
- EC law applicable to procurement issues, treaty obligations and state aid
- Domestic law relating to judicial review
- Domestic law applicable to employment contracts

All of the above will need to be considered on a case-by-case basis and advice obtained from Legal Services wherever appropriate.

9. Risks to be addressed

It is important that both the Council and the community organisation are sufficiently equipped to understand, assess and manage the risks that are inherent in the process of Community Asset Transfer. The following risks have been identified by the Council, together with related potential solutions.

Risk	Potential Solution
Community organisation does not have the capacity/skills to take over and manage the asset	Agree expectations document at the outset
Community organisation cannot raise the funds needed to purchase or refurbish the asset offered	Identify extent of repair costs by detailed survey, prepare detailed business plan, identify and secure funding sources, phased transfer in line with finances available
The ability of the Council to support a particular project is limited by state aid rules or other restrictions or legal constraints which will impact on the community organisation's operation of the asset impact	Identify up front any issues that need to be addressed and allow time in programme for resolution
Inability of the community organisation to manage the asset effectively	Robust business plan identifying secured revenue streams, agreed organisational development plan, skills audit and training development plan
Asset not used in public interest, taken over by an unrepresentative or unaccountable minority, access to the asset is not inclusive	Adoption of ongoing expectation document, legally-binding Service Level Agreement or other legal agreement, Council board members. The Council to ensure management group reflects diversity of local community interest
Community organisation is not able to invest in the asset to meet its longer-term liabilities for upgrading and cyclical maintenance	Robust long-term business plan. Agreed organisational development plan. Community organisation has demonstrated appropriate financial skills or access thereto. Minimise liabilities through

	appropriate legal structures.
Reliance of smaller receiving organisations on volunteers through lack of resources or professional/ support staff	Adequate support/advice on organisational structure /management. Use of role descriptors for trustees.
Fragmented ownership of assets across an area could impair strategic objectives of local authority and/or its partners	Council adopting strategic approach to use of its asset base.
Confusion and lack of awareness over roles, responsibilities and liabilities between Council and community organisations	Use of expectations document at the outset setting out roles and responsibilities of each party.
Community empowerment objectives of the receiving organisation are vague, weak, or not aligned to those of the Council	Organisation needs to undertake community needs survey to assess the needs /interests of the community; working in partnership with other groups
The Council does have sufficient capacity either financially or through personnel to support the initiative	Support for the community should be part of a broader partnership with the community. Role of the Council to be set out in expectations document

It is proposed at the outset of each request from the community that the Council agrees an Expectation Document with the proposed transferee. Such a document would clearly set out the respective roles and responsibilities of each party together with appropriate milestones to address the risks identified above and outcomes to be delivered by each project. It is important that an exit strategy should also form part of this document. The nature of tenure offered would be linked to milestone events.

The Council will manage these risks by using one or more of the following:

- Legally-binding Service level Agreement or other legal agreement;
- Form and length of tenure to be offered;
- Lease restrictions;
- Adoption of good practice learnt from others and the previous transfer of Council's assets;
- Clawback arrangements.

10. The Asset Transfer Process

The following process will be applied by the Council in respect of any application for Community Asset Transfer.

Asset Transfer Process		
Stage	Responsibility	Timescale
1. Asset identified for potential transfer	Local partners and community.	
2. Assets for potential transfer and needs assessment arising from the above.	Council following asset review.	
3. Once an asset has been identified as potentially suitable for management / transfer, initial consideration undertaken by Asset Advisory Group to identify whether proposal would be in accordance with adopted Council policy. If so, discuss expectation document and complete initial business case.	Asset transfer group /Community Groups.	
4. Complete initial assessment– establish level of discount (if any applicable)	Asset Advisory Group refers recommendation to Corporate Management Team.	
5. Recommendation on transfer – yes, report to Executive; no, provide full feedback to applicant	Officers make recommendation.	
6. Decision on transfer	Executive (full Council if freehold	

	transfer is proposed)	
7. If yes, negotiate terms and legal documentation.	Council's Legal Services and Estates and Valuation teams and community organisation.	
8. Agree legally binding SLA and/or other legal agreement and monitoring arrangements - successfully transfer asset	Council's Legal Services and Estates and Valuation teams and community organisation.	

ANNEXE 4

Existing Polling Districts and Polling Places Guildford Constituency

Ward	Alfold Cranleigh Rural & Ellens Green
Number of Polling Districts	Four
Number of Polling Places	Four
Electorate	1603
Notes	Building work at Elmbridge Village but Hall still expected to be available

Polling District	Electorate	Polling Place
JA - Alfold	867	Alfold Village Hall
JB - Elmbridge	404	Hall at Elmbridge Village
JC - Cranleigh Rural	97	Ellens Green Memorial Hall
JD - Ellens Green	235	Ellens Green Memorial Hall

Existing Polling Districts and Polling Places Guildford Constituency

Ward	Blackheath & Wonersh
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	1505
Notes	

Polling District	Electorate	Polling Place
NA - Blackheath	236	Blackheath Village Hall
NB - Wonersh	1269	Lawnsmead Hall

Existing Polling Districts and Polling Places South West Surrey Constituency

Ward	Bramley Busbridge & Hascombe
Number of Polling Districts	Three
Number of Polling Places	Three
Electorate	3584
Notes	

Polling District	Electorate	Polling Place
IA - Bramley	2711	Bramley Village Hall
IB - Busbridge	652	Busbridge Jnr. School, Brighton Road
IC - Hascombe	221	Hascombe Village Hall, Mare Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Chiddingfold & Dunsfold Ward
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3069
Notes	

Polling District	Electorate	Polling Place
DA - Chiddingfold	2253	Chiddingfold Village Hall, Coxcombe Lane
DB - Dunsfold	816	The Winn Hall, Dunsfold

**Existing Polling Districts and Polling Places
Guildford Constituency**

Ward	Cranleigh East
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	5216
Notes	

Polling District	Electorate	Polling Place
KA - Cranleigh East 1	2871	Cranleigh Arts Centre
KB - Cranleigh East 2	2345	Park Mead Junior School, Park Drive

**Existing Polling Districts and Polling Places
Guildford Constituency**

Ward	Cranleigh West
Number of Polling Districts	One
Number of Polling Places	One
Electorate	3317
Notes	

Polling District	Electorate	Polling Place
LA - Cranleigh West	3317	Cranleigh Band Room, Village Way

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Elstead & Thursley
Number of Polling Districts	Four
Number of Polling Places	Four
Electorate	3160
Notes	

Polling District	Electorate	Polling Place
EA - Elstead	2091	Elstead Youth Centre, Thursley Road
EB - Peperharow	159	Elstead Youth Centre, Thursley Road
EC - Thursley	539	Thursley Village Hall
ED - Brook	371	Pirrie Hall, Brook

**Existing Polling Districts and Polling Places
Guildford Constituency**

Ward	Ewhurst
Number of Polling Districts	One
Number of Polling Places	One
Electorate	1631
Notes	

Polling District	Electorate	Polling Place
OA - Ewhurst	1631	Community Room, The Glebe

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Bourne
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3281
Notes	

Polling District	Electorate	Polling Place
BA - Bourne North	1104	Ridgway School, Frensham Road
BB - Bourne South	2177	South Farnham Infant School, School Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Castle
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3145
Notes	

Polling District	Electorate	Polling Place
BC - Castle 1	2182	Memorial Hall
BD - Castle 2	963	United Reformed Church, South Street

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Firgrove
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3358
Notes	

Polling District	Electorate	Polling Place
BE - Firgrove 1	1275	St. Joans Centre, Tilford Road
BF - Firgrove 2	2083	Brambleton Hall, Talbot Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Hale & Heath End
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3420
Notes	

Polling District	Electorate	Polling Place
BG - Hale & Heath End (1)	1862	Baptist Church Hall, Rushden Way
BH - Hale & Heath End (2)	1558	The Common Room, Gorselands, Alma Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Moor Park
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3841
Notes	Current redevelopment proposals for Brightwells involve mixed applications including residential units

Polling District	Electorate	Polling Place
BI - Moor Park (1)	2681	T.A. Centre, Guildford Road
BJ - Moor Park (2)	1160	Abbey School, Menin Way

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Shortheath & Boundstone
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3269
Notes	

Polling District	Electorate	Polling Place
BK - Boundstone	1132	St. Peter's Primary School, Little Green Lane
BL - Shortheath	2137	St. Peter's Primary School, Little Green Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Upper Hale
Number of Polling Districts	One
Number of Polling Places	One
Electorate	3356
Notes	

Polling District	Electorate	Polling Place
BM - Upper Hale	3356	Hale School, Upper Hale Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Weybourne & Badshot Lea
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3456
Notes	

Polling District	Electorate	Polling Place
BN - Weybourne	2060	Weybourne Village Hall
BO - Badshot Lea	1396	St Georges Church Hall

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Farnham Wrecclesham & Rowledge
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3532
Notes	

Polling District	Electorate	Polling Place
BP - Wrecclesham	2192	Wrecclesham Community Centre
BQ - Rowledge	1340	Rowledge Village Hall, The Long Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Frensham Dockenfield & Tilford
Number of Polling Districts	Five
Number of Polling Places	Five
Electorate	3304
Notes	

Polling District	Electorate	Polling Place
FA - Churt	969	Churt Village Hall
FB - Dockenfield	352	The Vestry, Dockenfield Church
FC - Frensham	792	Frensham Parish Meeting Room
FD - Rushmoor	569	The Tilford Institute, Tilford Road
FE - Tilford	622	The Tilford Institute, Tilford Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Godalming Binscombe
Number of Polling Districts	One
Number of Polling Places	One
Electorate	3194
Notes	

Polling District	Electorate	Polling Place
AA - Binscombe	3194	Loseley Fields Primary School, Green Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Godalming Charterhouse
Number of Polling Districts	One
Number of Polling Places	One
Electorate	2926
Notes	

Polling District	Electorate	Polling Place
AD - Charterhouse	2926	Scout's Hall, Charterhouse Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Godalming Central & Ockford
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3609
Notes	

Polling District	Electorate	Polling Place
AB - Central	1702	Borough Hall, Bridge Street
AC - Ockford	1907	St. Mark's Community Centre, Franklyn Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Godalming Farncombe and Catteshall
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3668
Notes	Red Cross Centre building may not be available in the future

Polling District	Electorate	Polling Place
AE - Catteshall	2255	Red Cross Centre, Wey Court, Meadow
AF - Farncombe	1413	Broadwater Community Centre, Summers Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Godalming Holloway
Number of Polling Districts	One
Number of Polling Places	One
Electorate	3370
Notes	

Polling District	Electorate	Polling Place
AG - Holloway	3370	Sports Pavilion, Holloway Hill Rec. Grd., Busbridge Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Haslemere Critchmere and Shottermill
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	4729
Notes	

Polling District	Electorate	Polling Place
CA - Critchmere	2401	Hasleway Centre, Lion Lane
CB - Shottermill	2328	Hasleway Centre, Lion Lane

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Haslemere East and Grayswood
Number of Polling Districts	Three
Number of Polling Places	Three
Electorate	5162
Notes	Grayswood School is undergoing expansion and building work in 2015 will reduce the hall in size by half

Polling District	Electorate	Polling Place
CC - Haslemere North	1590	High Lane Community Centre, Weycombe Road
CD - Grayswood	526	Grayswood C of E Infant School, Lower Road
CE - Haslemere South	3046	The Georgian House Hotel, High Street

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Hindhead
Number of Polling Districts	One
Number of Polling Places	One
Electorate	3375
Notes	

Polling District	Electorate	Polling Place
CF - Hindhead	3375	Beacon Hill Primary School, Beacon Hill Road

**Existing Polling Districts and Polling Places
Guildford Constituency**

Ward	Shamley Green and Cranleigh North
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	1395
Notes	

Polling District	Electorate	Polling Place
MA - Shamley Green	1174	Arbuthnot Hall, The Green, Shamley Green
MB - Cranleigh North	221	Cranleigh Arts Centre

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Milford
Number of Polling Districts	One
Number of Polling Places	One
Electorate	3261
Notes	

Polling District	Electorate	Polling Place
GA - Milford	3179	Milford Village Hall, Portsmouth Road

**Existing Polling Districts and Polling Places
South West Surrey Constituency**

Ward	Witley and Hambledon
Number of Polling Districts	Two
Number of Polling Places	Two
Electorate	3112
Notes	

Polling District	Electorate	Polling Place
HA - Witley	2498	The Chandler Junior School, Middlemarch, Roke Lane
HB - Hambledon	614	Hambledon Village Hall, Hambledon

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE JOINT PLANNING COMMITTEE
27 AUGUST 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

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

* Cllr Brian Ellis (Chairman)	* Cllr Bryn Morgan
* Cllr Maurice Byham (Vice-Chairman)	Cllr Stephen Mulliner
Cllr Brian Adams	Cllr Stephen O'Grady
* Cllr Paddy Blagden	* Cllr Julia Potts
* Cllr Elizabeth Cable	* Cllr Stefan Reynolds
* Cllr Mary Foryszewski	* Cllr Chris Storey
Cllr Richard Gates	Cllr Stewart Stennett
* Cllr Michael Goodridge	Cllr Jane Thomson
* Cllr Christiaan Hesse	* Cllr Brett Vorley
Cllr Stephen Hill	* Cllr John Ward
* Cllr Simon Inchbald	* Cllr Nick Williams
* Cllr Peter Isherwood	

*Present

9. MINUTES

The Minutes of the Meeting held on 28 May 2014 were confirmed and signed.

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Brian Adams, Richard Gates, Stephen Hill, Stewart Stennett, Jane Thomson and Stephen O'Grady.

11. DECLARATIONS OF INTEREST

There were no declarations of interest.

12. QUESTIONS BY MEMBERS OF THE PUBLIC

There were no questions from members of the public.

PART I – RECOMMENDATIONS TO THE COUNCIL

There were no matters raised under this heading.

Background Papers

The background papers relating to the following item in Part II are specified in the agenda for the meeting of the Joint Planning Committee.

PART II – Brief summaries of other matters dealt with

13. **APPLICATIONS FOR PLANNING PERMISSION**

13.1 **Item A1 - WA/2014/0932 - Land at Ockford Ridge, Godalming**

Hybrid Planning Application under Regulation 3 of the Town and Country Planning General Regulations 1992 for the erection of 99 dwellings following demolition of 65 dwellings and associated works comprising a Full Planning Application for Phase 1 (Site D) for 16 dwellings and Outline Planning Permission for Phase 2 (Sites A, B and C) for 83 dwellings with appearance, landscaping, layout and scale matters reserved for future consideration (As amended by plans received 09/07/2014).

13.2 The Chairman introduced the Officers present and referred Members to the proposed order of business for the meeting.

13.3 With reference to the report circulated with the agenda, Officers presented a summary of the planning history of the site and the current plans and proposals, highlighting the separate areas of the scheme and the two phases that were in place in taking the development forward.

13.4 Following the officers presentation and before the Committee debated the application, in accordance with the guidance for public participation at meetings, each party was given the opportunity to speak for up to 5 minutes. The applicant advised at the start of the meeting that he would no longer be speaking and the Town Council did not register to speak. The speakers in objection were Robin Snook and Paul Robinson. However, Robin Snook used all of the 5mins so Paul Robinson did not get the opportunity to speak.

13.5 Having heard the Officers' presentation and specific details on the appearance, layout and scale as well as the representations from the objectors, Members were invited to ask any further questions or seek clarification on areas of concern from the officers.

13.6 The Committee then debated the application before coming to its decision. Concern was expressed about the operating hours and a question raised about having permeable landscaping. Members were advised that these were all dealt with by conditions on the application. There was also concern expressed about the small number of 4/5 bedrooms in the scheme which officers would look into for the next phase. Members also asked that the market value of the houses being brought by the Council be looked at again to ensure it was at a rate commensurate with others.

13.7 **Having concluded its deliberations, the Joint Planning Committee therefore RESOLVED that permission be GRANTED subject to the following conditions:**

Conditions relating to Site D only:

1. Condition

No development shall take place until samples of the materials to be used in the construction of the external surfaces and hard surfacing areas of the development hereby permitted have been submitted to and approved in writing by the Local Planning Authority. Development shall be carried out in accordance with the approved details.

Reason

In the interest of the amenities of the area, in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

2. Condition

All hard and soft landscape works shall be carried out in accordance with the approved details. The works shall be carried out prior to the occupation of any part of the development or in accordance with the programme agreed with the Local Planning Authority.

Reason

In the interest of the character and amenity of the area in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

3. Condition

The landscaping scheme hereby approved shall be carried out strictly in accordance with the agreed details and shall be carried out within the first planting season after commencement of the development or as otherwise agreed in writing with the Local Planning Authority. The landscaping shall be maintained to the satisfaction of the Local Planning Authority for a period of 5 years after planting, such maintenance to include the replacement of any trees and shrubs that die or have otherwise become, in the opinion of the Local Planning Authority, seriously damaged or defective. Such replacements to be of same species and size as those originally planted.

Reason

In the interest of the amenities of the area, in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

4. Condition

A landscape management plan, including long term design objectives, management responsibilities and maintenance schedules for all landscape areas, other than small, privately owned, domestic gardens, shall be submitted to and approved by the Local Planning Authority prior to the occupation of the development or any phase of the development. The landscape management plan shall be carried out as approved.

Reason

In the interest of the character and amenity of the area in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

5. Condition

No development shall take place until details have been submitted to and approved in writing by the Local Planning Authority showing the existing and proposed ground levels of the site and proposed ground and finished floor levels of the building(s) hereby permitted. The development shall be carried out in strict accordance with the approved levels.

Reason

In order to ensure that the proposed development does not prejudice the amenities of neighbouring properties or the appearance of the locality and to accord with and Policies D1 and D4 of the Waverley Borough Local Plan 2002

6. Condition

The development hereby approved shall not be first occupied unless and until the proposed vehicular accesses to Ockford Ridge have been constructed and provided with visibility zones in accordance with the approved plans and thereafter the visibility zones shall be kept permanently clear of any obstruction over 1.05m high.

Reason

The condition above is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and to accord with Policy M2 of the Waverley Borough Local Plan 2002.

7. Condition

The development hereby approved shall not be first occupied unless and until the proposed highway improvement works related to Site D as shown on WYG Transport Drawing No. A084745-20, have been constructed in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority, in consultation with the Highway Authority.

Reason

The condition above is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and to accord with Policy M2 of the Waverley Borough Local Plan 2002.

8. Condition

The development hereby approved shall not be first occupied unless and until space has been laid out within the site in accordance with the approved plans for vehicles to be parked and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter the parking / turning areas shall be retained and maintained for their designated purpose.

Reason

The condition above is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and to accord with Policy M2 of the Waverley Borough Local Plan 2002.

9. Condition

No development shall commence until a Construction Transport Management Plan, to include details of:

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding behind any visibility zones
- (f) HGV deliveries and hours of operation
- (g) vehicle routing
- (h) measures to prevent the deposit of materials on the highway
- (i) before and after construction condition surveys of the highway and a commitment to fund the repair of any damage caused
- (j) on-site turning for construction vehicles

has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction of the development.

Reason

The condition above is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and to accord with Policy M2 of the Waverley Borough Local Plan 2002.

10. Condition

No operations involving the bulk movement of earthworks/materials to or from the development site shall commence unless and until facilities have been provided in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority to so far as is reasonably practicable prevent the creation of dangerous conditions for road users on the public highway. The approved scheme shall thereafter be retained and used whenever the said operations are undertaken.

Reason

The condition above is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and to accord with Policy M2 of the Waverley Borough Local Plan 2002.

11. Condition

The development hereby approved shall not be first occupied unless and until a secure cycle storage facility has been provided in accordance with the approved plans.

Reason

In recognition of Section 4 "Promoting Sustainable Transport" in the National Planning Policy Framework 2012 and Policy M14 of the Waverley Borough Local Plan 2002.

12. Condition

No development shall begin until details of a scheme (Working Method Statement) to control the environmental effects of the demolition and construction work have been submitted to and approved in writing by the Local Planning Authority. The scheme shall include:

- (i) control of noise;
- (ii) control of dust, smell and other effluvia;
- (iii) control of surface water run off;
- (iv) proposed method of piling for foundations;
- (v) hours during the construction and demolition phase, when delivery vehicles or vehicles taking away materials are allowed to enter or leave the site.
- (vi) hours of working.

The development shall be carried out in accordance with the approved details unless otherwise agreed in writing by the Local Planning Authority.

Reason

In the interest of the amenities of the area, in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

13. Condition

Prior to the first occupation of any residential units on the site, the proposed bin stores, as shown on the approved plans shall be constructed and available for use by residents, unless otherwise first agreed in writing by the Local Planning Authority.

Reason

In the interests of the environment and to assist in maintaining the clean appearance of the area, in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

14. Condition

Prior to the first occupation of any residential units on the site, a scheme shall be prepared and submitted to and approved in writing by the Local Planning Authority for the collection and disposal of litter in the public spaces of the residential development including the design and siting of litterbins. No residential unit shall be occupied prior to the implementation of the approved scheme. The approved scheme shall be maintained for the life of the development unless otherwise agreed in writing by the Local Planning Authority.

Reason

In the interests of the environment and to assist in maintaining the appearance of the area, in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

15. Condition

No development shall take place until an initial design stage assessment by an accredited assessor for the Code for Sustainable Homes and an accompanying interim certificate, stating that each dwelling has been designed to achieve Level 4 of the Code, has been submitted to and approved in writing by the Local Planning Authority. No dwelling shall be occupied until it has been issued with a final Code certificate of compliance.

Reason

To ensure that the objectives of sustainable development identified in Policy D3 of the Local Plan.

16. Condition

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended by the Town and Country Planning (General Permitted Development) (Amendment) (No.2) (England) Order 2008 (or any Order revoking or re-enacting or amending those Orders with or without modification), no development within Part 1, Classes A-H shall take place on the dwellinghouses hereby permitted or within their curtilage, unless otherwise first agreed in writing by the Local Planning Authority.

Reason

In the interests of the visual amenities and character of the area in accordance with Policies D1 and D4 of the Local Plan 2002.

17. Condition

No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a Written Scheme of Investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

Reason

The site within an Area of High Archaeological Potential and it is important that the archaeological information should be preserved as a record before it is destroyed by the development in accordance with Policy HE14 of the Waverley Borough Local Plan 2002.

18. Condition

No floodlighting or other form or external lighting scheme shall be installed unless it is in accordance with the details which have previously been submitted to and approved in writing by the Local Planning Authority. Such details shall include location, height, type and direction of light sources and intensity of illumination. Any lighting, which is so installed, shall not thereafter be altered without the prior written consent of the Local Planning Authority other than for routine maintenance that does not change its details.

Reason

To protect the appearance of the area and local residents from light pollution in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

19. Condition

All plant, machinery and equipment installed or operated in connection with the carrying out of this permission shall not be so enclosed and/or attenuated that noise coming from it does not at any time, increase the ambient equivalent continuous noise level as measured according to British Standard BS4142:1997 at any adjoining or nearby residential property.

Reason

In the interests of protecting the local residents from unreasonable noise levels which would be detrimental to the residential character of the area and to accord with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

20. Condition

Prior to the commencement of development a scheme detailing the provision of an Electric Vehicle Charging Point within the development shall be first submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in strict accordance with the scheme and maintained thereafter.

Reason

In the interests of sustainable development and to accord with Policies D1, D3 and D4 of the Waverley Borough Local Plan 2002.

21. Condition

Prior to the commencement of development a site management plan for the suppression of mud, grit, dust and other emissions during both the deconstruction and construction phase would be submitted to and approved in writing by the Local Planning Authority. Emissions generation activities will be controlled and minimised through use of mitigation measures that are identified in Section 4.3 of the London Council's Best Practice Guide, and other similar guidance.

Reason

In the interests of air quality and to accord with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

22. Condition

No trade refuse shall be burnt or otherwise disposed of on the site.

Reason

In the interest of protecting the appearance of the area and local residents from unreasonable noise and smells in accordance with Policy D1 of the Waverley Borough Local Plan 2002.

Conditions relating to Sites A, B and C only:

23. Condition

Details of the reserved matters set out below ("the reserved matters") shall be submitted to the Local Planning Authority for approval within three years from the date of this permission:

- (i) layout;
- (ii) scale;
- (iii) appearance; and
- (iv) landscaping.

The reserved matters shall be carried out as approved. Approval of all reserved matters shall be obtained from the Local Planning Authority in writing before any development is commenced.

Reason

To enable the Local Planning Authority to control the development in detail and to comply with Section 92 (as amended) of the Town and Country Planning Act 1990.

24. Condition

The development hereby approved shall not be first occupied unless and until the proposed highway works related to Sites A, B & C as shown on drawing no. 12448_02_06-D1 'Landscape Masterplan', have been constructed in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority, in consultation with the Highway Authority.

Reason

The condition above is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and to accord with Policy M2 of the Waverley Borough Local Plan 2002.

Conditions relating to Sites A, B, C and D:

25. Condition

No development shall take place until a written Waste Minimisation Statement, confirming how demolition and construction waste will be recovered and reused on site or at other sites has been submitted to and approved in writing by the Local Planning Authority. The measures shall be implemented in strict accordance with the approved details.

Reason

To ensure that the development would include the re-use of limited resources, to ensure that the amount of waste to landfill is reduced and to comply with Policy D3 of the Waverley Borough Local Plan 2002.

26. Condition

The development shall be carried out in strict accordance with the recommendations and mitigation measures set out in the submitted Flood Risk Assessment and Foul and Surface Water Drainage Strategy. The recommendations and mitigation measures shall be implemented prior to the occupation of any dwellinghouse on the site.

Reason

To prevent flooding by ensuring the satisfactory storage of surface water on site; to prevent flooding elsewhere by ensuring that compensatory storage of flood water is provided and to reduce the risk of flooding to the proposed development and future occupants in accordance with the NPPF 2012.

27. Condition

Prior to the commencement of any development (excluding demolition), details shall first be submitted to and approved in writing by the Local Planning Authority of a Programme of Phased Implementation for the permission hereby granted. The development shall thereafter be carried out in accordance with the agreed Phasing Programmed unless otherwise first agreed in writing by the Local Planning Authority. The phasing plan shall

indicate the timing of construction of the scheme phases, including the provision of associated external works (such as parking and landscaped areas), commensurate with the phases and associated areas/uses being brought into use.

Reason

To ensure the proper and effective development of the site in the interests of the amenity of the area, in accordance with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

28. Condition

The development shall be carried out in strict accordance with the recommendations set out in the submitted Bat Transect, Dusk Emergence and Dawn Re-entry Survey of Area D, Ecological Assessment of Area A, Ecological Assessment of Area B, Ecological Assessment of Area C and Ecological Assessment of Area D.

Reason

In the interests of the ecology of the site and to accord with the Wildlife and Countryside Act 1981 and Regulation 40 of the Conservation of Species and Habitats Regulations 2010 and to comply with Policy D3 of the Local Plan 2002 and the guidance contained within the NPPF 2012.

29. Condition

The plan numbers to which this permission relates are 12448_A_02_02-P1, 12448_A_02_03-P1, 12448_C_02_03-P1, 12448_02_04-P1, 12448_C_02_02-P1, 12448_B_02_03-P1, 12448_02_D_122-D2, 12448_02_05-P1, 12448_B_02_02-P1, 12448_D_02_04-P1, 12448_02_D_124-D2, 12448_02_01-P1, 12448_D_02_03-P1, 12448_02_D_105, 12448_02_D_110, 12448_02_D_114, 12448_02_D_131, 12448_02_D_HT-E, 12448_02_D_HT-B, 12448_HT-F(i), 12448_02-HT-E, 12448_02-HT-F, 12448_02-HT-D, 12448_02-HT-C, 12448_02-HT-B, 12448_02-HT-B(i), 12448_02-HT-A, 12448_D_02_05, 12448_02_D_124-D1, 12448_02_D_101, 12448_02_D_119-D1, 12448_02_D_115, 12448_02_D_130, 12448_02_D_120-D1, 12448_00_D_001, 12448_02_D_103, 12448_02_D_111, 12448_C_02_01, 12448_02_06-D1, 12448_A_02_01, 12448_02_01, 12448_02_03, 12448_C_02_04, 12448_02_D_104, 12448_02_D_116, 12448_02_D_118-D1, 12448_02_D_112, 12448_02_D_113, 12448_00_D_002, 12448_D_02_02, 12448_B_02_04, 12448_02_D_121-D1, 12448_02_09, 12448_02_D_102, 12448_02_08-D1, 12448_02_07-D1, 12448_A_02_04, 12448_B_02_01, 12448_00_01, 12448_02_D_123-D1, 12448_02_D_122-D1, 12448_02_D_117-D1, 8344/01, A082406-11, A084745-12, A084745-13, A084745-20, A084745-30, A084745-14, A084745-10, A084745-21, A084745-22, 11111_02-HT-B(ii), 11111_02 and un-numbered drawing titled 'Site Survey'. The development shall be carried out in accordance with the approved plans. No material variation from these plans shall take place unless otherwise first agreed in writing with the Local Planning Authority.

Reason

In order that the development hereby permitted shall be fully implemented in complete accordance with the approved plans and to accord with Policies D1 and D4 of the Waverley Borough Local Plan 2002.

Informatives

1. The attention of the applicant is drawn to the requirement of Section 60 of the Control of Pollution Act 1974 in respect of the minimisation of noise on construction and demolition sites. Application, under Section 61 of the Act, for prior consent to the works, can be made to the Environment Protection Team of the Council.
2. Publicly accessible Electric Vehicle Charging Points can be registered with a national scheme to ensure availability of Electric Vehicle Charging Points to a wider network of users.
3. Design standards for the layout and construction of access roads and junctions, including the provision of visibility zones, shall be in accordance with the requirements of the County Highway Authority.
4. The Highway Authority has no objection to the proposed development, subject to the above conditions but, if it is the applicant's intention to offer any of the roadworks included in the application for adoption as maintainable highways, permission under the Town and Country Planning Act should not be construed as approval to the highway engineering details necessary for inclusion in an Agreement under Section 38 of the Highways Act 1980. Further details about the post-planning adoption of roads may be obtained from the Transportation Development Planning Division of Surrey County Council.
5. Details of the highway requirements necessary for inclusion in any application seeking approval of reserved matters may be obtained from the Transportation Development Planning Division of Surrey County Council.
6. All bridges, buildings or apparatus (with the exception of projecting signs) which project over or span the highway may be erected only with the formal approval of the Transportation Development Planning Division of Surrey County Council under Section 177 or 178 of the Highways Act 1980.
7. The permission hereby granted shall not be construed as authority to carry out any works on the highway or any works that may affect a drainage channel/culvert or water course. The applicant is advised that a permit and, potentially, a Section 278 agreement must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, verge or other land forming part of the highway. All works on the highway will require a permit and an application will need to be submitted to the County Council's Street Works Team up to 3 months in advance of the intended start date, depending on the scale of the works proposed and the classification of the road. Please see <http://www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/the-traffic-management-permit-scheme>.

The applicant is also advised that Consent may be required under Section 23 of the Land Drainage Act 1991. Please see www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/flooding-advice.

8. The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148, 149).

9. When access is required to be 'completed' before any other operations, the Highway Authority may agree that surface course material and in some cases edge restraint may be deferred until construction of the development is complete, provided all reasonable care is taken to protect public safety.

10. The developer is advised that as part of the detailed design of the highway works required by the above condition(s), the County Highway Authority may require necessary accommodation works to street lights, road signs, road markings, highway drainage, surface covers, street trees, highway verges, highway surfaces, surface edge restraints and any other street furniture/equipment.

11. The applicant's attention is drawn to the letter from Natural England dated 16 July 2014 and the landscape and biodiversity enhancement suggestions therein. The letter is attached to the decision notice.

12. "IMPORTANT" This planning permission contains certain conditions precedent that state 'before development commences' or 'prior to commencement of any development' (or similar). As a result these must be discharged prior to ANY development activity taking place on site. Commencement of development without having complied with these conditions will make any development unauthorised and possibly subject to enforcement action such as a Stop Notice. If the conditions have not been subsequently satisfactorily discharged within the time allowed to implement the permission then the development will remain unauthorised.

13. The applicant is reminded that it is an offence to disturb protected species under the Wildlife and Countryside Act 1981. Should a protected species be found during the course of the works, the applicant should stop work and contact Natural England for further advice on 0845 600 3078.

The meeting commenced at 7.00 p.m. and concluded at 7.45 p.m.

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE JOINT PLANNING COMMITTEE - 22 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

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

Present

Cllr Brian Ellis (Chairman)	Cllr Peter Isherwood
Cllr Maurice Byham (Vice Chairman)	Cllr Stephen Mulliner
Cllr Paddy Blagden	Cllr Julia Potts
Cllr Elizabeth Cable	Cllr Stewart Stennett
Cllr Mary Forszewska	Cllr Chris Storey
Cllr Richard Gates	Cllr Jane Thomson
Cllr Michael Goodridge	Cllr Nick Williams

Apologies

Cllr Brian Adams, Cllr Christiaan Hesse, Cllr Stephen Hill, Cllr Simon Inchbald, Cllr Bryn Morgan, Cllr Stephen O'Grady, Cllr Stefan Reynolds, Cllr Brett Vorley and Cllr John Ward

Also Present

Councillor Patricia Ellis

14. MINUTES (Agenda item 1.)

The Minutes of the Meeting held on 27 August 2014 were confirmed and signed.

15. APOLOGIES FOR ABSENCE (Agenda item 2.)

Apologies for absence were received from Councillors Brian Adams, Christiaan Hesse, Stephen Hill, Simon Inchbald, Bryn Morgan, Stephen O'Grady, Stefan Reynolds, Brett Vorley and John Ward.

16. DISCLOSURE OF INTERESTS (Agenda item 3.)

There were no declarations of interests.

17. QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4.)

There were no questions from members of the public.

PART I - RECOMMENDATIONS TO THE COUNCIL

There were no matters raised under this heading.

BACKGROUND PAPERS

The background papers relating to the following item in Part II are specified in the agenda for the meeting of the Joint Planning Committee.

PART II - BRIEF SUMMARIES OF OTHER MATTERS DEALT WITH

18. APPLICATIONS FOR PLANNING PERMISSION (Agenda item 5.) (Pages 31 - 50)

WA/2014/1038 – Land south of Amlets Lane and North of Roberts Way, Cranleigh

Outline application for the erection of up to 125 dwellings and a mixed use Community Building (Classes D1 and B1a) together with public parkland with mixed use including orchard, food growing and wildlife habitat and associated works with all matters reserved (as amended by additional plan received on 25/07/2014, emails received on 26/08/2014 and 02/09/2014, and amplified by plans received on 26/08/2014 and on 18/09/2014).

18.1 The Chairman introduced the Officers present:

Matthew Evans, Head of Planning

Elizabeth Sims, Development Control Manager

Barry John Lomax, Eastern Area Team Manager

Barry Devlin, Planning Lawyer

Richard Cooper, Transport Development Planner, Surrey County Council

18.2 The Chairman invited Matthew Evans to provide some context for the Committee's consideration of the planning application before them for determination.

Mr Evans advised the Committee that this application was the major greenfield application to be determined in Waverley since the National Planning Policy Framework (NPPF) had been published. The NPPF had marked a major shift in the government's house-building policy: it was explicitly pro-growth, with a presumption in favour of sustainable development; it aimed to boost significantly the supply of housing; and local planning authorities were required to identify sites sufficient to provide 5 years worth of housing supply. Waverley currently could only evidence a 3.8-year supply, and therefore there was a strong imperative to address this deficiency.

18.3 Mr Evans advised the Committee on the relative weight of the NPPF and the emerging Local Plan and Cranleigh Neighbourhood Plan. Emerging plans or intentions carried no weight until the formal stage of "Publication". Waverley's Local Plan was due for Publication in early 2015; the Cranleigh Neighbourhood Plan was due for Publication in February 2015.

18.4 Mr Evans also addressed the issue of prematurity that had been raised in relation to the timing of this application and the emerging Local and Neighbourhood Plans. The NPPF and National Planning Policy Guidance (NPPG) indicated that prematurity would be unlikely to justify a refusal other than where it was clear that the adverse impact of granting permission would significantly and demonstrably outweigh the benefits. Examples of prematurity given in the NPPG were where "development is

so substantial, or its cumulative effect would be so significant that to grant permission would undermine plan-making process and the emerging plan is at an advanced stage". Refusal of planning permission on grounds of prematurity would seldom be justified where a draft Local Plan had yet to be submitted for examination; or in the case of a Neighbourhood Plan before the end of the LPA publicity period.

- 18.5 The Chairman invited Mr Lomax to present a summary of the application proposals and the key determining issues. Mr Lomax also updated the Committee on matters arising following preparation of the agenda report, including the receipt of an amended plan on 18/09/2014, and receipt of comments from the Surrey Hills AONB Planning Advisor and the County Highway Authority on the revised plan, which had been circulated in the Update Report.
- 18.6 In accordance with the Council's arrangements for public participation at meetings, the following made representations in respect of the application, with each being given the opportunity to speak for up to 5 minutes.

Objector – Stella Gravill

Mrs Gravill raised concerns regarding: highway safety on Amlets Lane and the wider traffic impact of increased vehicular traffic volumes generated by the development; loss of countryside and open space used for recreation; and, unsustainable location.

Agent – Dr Robert Wickham

Dr Wickham highlighted to the Committee the benefits of the development, including: increased supply of housing, including 40% affordable housing; reduced risk of flooding due to reduced rate of run-off; improved footpaths, bridleway and connectivity; convenient for schools; self-contained; would provide open space; and, good access to main roads.

- 18.7 In accordance with the Council's Procedure Rule 23, Councillor Patricia Ellis also addressed the Committee.
Cllr Mrs Ellis advised the Committee of her reservations about the sustainability of the site in terms of the distance from village services and facilities; the impact of the resultant increase in traffic on highway safety; the loss of open space; and urbanising impact of the development.
- 18.8 The Committee then debated the application before coming to its decision. Members' main concerns related to highway safety, and sought clarification from the County Highway officer present on the methodology for modelling traffic flows and speeds, and the mitigations proposed in the recommended conditions. Members were also concerned about the number of outstanding consultee responses, and officers advised that the responses outstanding were not considered to be material to the determination of the application. Notwithstanding the earlier advice from the Head of Planning, Members were concerned that the efforts of the community in developing a Neighbourhood Plan were being frustrated by developers submitting planning applications that had to be determined by Waverley.

- 18.9 The Chairman highlighted the amount of development that had occurred to the east of Cranleigh since the 1960s, with increasing reliance on private motor vehicles to access local facilities. He felt that this development, if permitted, would add to the urbanisation of the village and have a detrimental impact on residential amenities, and the AONB. The Chairman voiced his frustration at the tension between the powers given in the Localism Act and the presumption in favour of development in the NPPF.
- 18.10 Having concluded its deliberations, the Joint Planning Committee **RESOLVED** by 8 votes in favour to 6 votes against (with no abstentions) that: outline planning permission be **GRANTED**, subject to the applicant entering into an appropriate legal agreement by 22/12/2014 to secure the provision of Planning Infrastructure Contributions; on-site affordable housing; 15 self-build units; the establishment of a Management Company for the management and maintenance of play and open space; the submission and management of a Travel Plan; financial contributions to Sustainable Transport Improvements; and the delivery of off-site highway improvement; and subject to the planning conditions and informatives detailed in the attached schedule.

Councillors Brian Ellis, Stewart Stennett and Mary Forszewski asked that their votes against granting of planning permission be recorded in the minutes.

- 18.11 In the event that the requirements of the above permission were not achieved by 22/12/2014, the Joint Planning Committee **RESOLVED** to **REFUSE** outline planning permission, for the following reason:

Reason

The proposal has failed to provide adequate mitigation for its impact upon infrastructure or adequate provision of affordable housing, contrary to Policies D13 and D14 of the Waverley Borough Local Plan 2002, and the Planning Infrastructure Contributions SPD 2008, and the guidance in the National Planning Policy Framework 2012.

The meeting commenced at 7.00 pm and concluded at 9.00 pm.

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE JOINT PLANNING COMMITTEE - 22 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

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

Present

Cllr Brian Ellis, Cllr Maurice Byham, Cllr Elizabeth Cable, Cllr Mary Forszewski, Cllr Richard Gates, Cllr Michael Goodridge, Cllr Stephen Hill, Cllr Peter Isherwood, Cllr Bryn Morgan, Cllr Stephen Mulliner, Cllr Julia Potts, Cllr Stefan Reynolds, Cllr Stewart Stennett, Cllr Jane Thomson and Cllr Nick Williams

Apologies

Cllrs Brian Adams, Paddy Blagden, Christiaan Hesse, Simon Inchbald, Stephen O'Grady, Chris Storey, Brett Vorley and John Ward.

Also Present

Cllr Diane James

19. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 22 September 2014 were confirmed and signed.

20. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Councillors Brian Adams, Paddy Blagden, Christiaan Hesse, Simon Inchbald, Stephen O'Grady, Chris Storey, Brett Vorley and John Ward.

21. DISCLOSURE OF INTERESTS (Agenda item 3)

There were no declarations of interests.

22. QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4)

There were no questions from members of the public.

PART I - RECOMMENDATIONS TO THE COUNCIL

There were no matters raised under this heading.

BACKGROUND PAPERS

The background papers relating to the following item in Part II are specified in the agenda for the meeting of the Joint Planning Committee.

PART II - BRIEF SUMMARIES OF OTHER MATTERS DEALT WITH

23. APPLICATIONS FOR PLANNING PERMISSION (Agenda item 5)

WA/2014/0878 – Land At Penlan and Garden Cottage, Cranleigh Road, Ewhurst GU6 7RN

Erection of 27 dwellings and associated works following demolition of 2 existing dwellings as clarified by additional information received 30/7/2014; 13/08/2014 and 8/08/2014; and amended plans received by 13/08/2014 and 9/09/2014 and amplified by plan received 29/08/2014

23.1 The Chairman introduced the Officers present and referred Members to the proposed order of business for the meeting.

23.2 With reference to the report circulated with the agenda, Officers presented a summary of the planning history of the site and the current plans and proposals. Officers showed pictures of the application site and indicated to Members the public footpath which ran through the eastern side of the site, to the north Sayers Croft and the ribbon of residential dwellings which lied to the south and east. Officers advised members that the proposal included a net increase of 25 dwellings, 18 being market dwellings and 9 affordable homes and highlighted that the proposed density of the scheme was approximately 19 dwellings per hectare. Officers referred to the additional conditions and informatives noted in the update sheet and advised that there had been some additional representations from objectors. The Committee was advised of the determining issues in detail, particularly those that were matters of principle and those that were a matter of judgement.

23.3 Following the officers presentation and before the Committee debated the application, in accordance with the guidance for public participation at meetings, each party was given the opportunity to speak for up to 5 minutes. The following people spoke to the application:

Objectors

Mr Quorall and Mr Jones

Ewhurst Parish Council

Cllr Val Dixon Henry

Agent

Mr Williams

23.4 In accordance with the Council's Procedure Rule 23, Councillor Diane James also addressed the Committee.

23.5 Having heard the Officers' presentation and specific details on the appearance, layout and scale as well as the representations from the objectors and the Agent, Members were invited to ask any further questions or seek clarification on areas of concern from the officers.

- 23.6 The Committee raised particular concern about the density of the development and felt that there were too many houses for the site. Members also expressed concern about the impact on the visual amenity and felt that it was overdevelopment of the site.
- 23.7 Having concluded its deliberations, the Joint Planning Committee **RESOLVED** that: planning permission be **REFUSED** for the following reasons:
1. The proposal by virtue of its size, scale, density and urbanising appearance would be out of keeping with the prevailing character of the area and the landscape and is thereby contrary to policies C2, D1 and D4 of the Waverley Borough Local Plan 2002 and paragraphs 17, 47 and 58 of the National Planning Policy Framework 2012; and
 2. The proposal has failed to provide adequate mitigation for its impact upon infrastructure or adequate provision of affordable housing, contrary to Policies D13 and D14 of the Waverley Borough Local Plan 2002 and the Planning Infrastructure Contributions Supplementary Planning Document 2008 and the guidance in the National Planning Policy Framework 2012.

The meeting commenced at 7.00 pm and concluded at 9.00 pm.

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE LICENSING AND
REGULATORY COMMITTEE – 24 JULY 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

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

* Cllr Simon Inchbald (Chairman)	Cllr Peter Isherwood
Cllr Patricia Ellis (Vice-Chairman)	* Cllr Carole King
* Cllr Maurice Byham	* Cllr Chris Storey
* Cllr Elizabeth Cable	Cllr Brett Vorley
Cllr Jenny Else	* Cllr Nick Williams
* Cllr Tony Gordon-Smith	* Cllr Andrew Wilson

*Present

9. MINUTES (Agenda Item 1)

The Minutes of the Meeting held on 29 May 2014 were confirmed and signed.

10. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda Item 2)

Apologies had been received from Cllrs Jenny Else, Peter Isherwood and Brett Vorley.

11. DECLARATIONS OF INTERESTS (Agenda Item 3)

There were no interests declared under this heading.

Background Papers

The background papers relating to the following items in Part I and II are as specified in the Agenda for the meeting of the Licensing and Regulatory Committee.

PART I – RECOMMENDATIONS TO THE COUNCIL

There were no matters falling within this category.

PART II – MATTERS OF REPORT

12. WAVERLEY BOROUGH COUNCIL – REVIEW OF STREET TRADING POLICY (Agenda Item 6; Appendix A)

- 12.1 Members received the report outlining the proposed review of Waverley's Street Trading Policy. The Environmental Health Manager explained that the Council's existing Street Trading Policy had been introduced in 2009 and there was a requirement to review the policy at least every five years. There had been no major legislative changes affecting the policy since it came into effect and requests for only minor changes had been received. The most significant changes to the policy were the inclusion of the ability to vary

aspects of a consent during the lifetime of that consent and more detailed information about how to apply for a consent.

- 12.2 The timescale for the review was set out in the report and included a public consultation for a period of six weeks, with feedback to be brought to the Licensing and Regulatory Committee meeting in September, before a final version of policy would be submitted to the Executive for comment and Council for approval.
- 12.3 Members felt that the revised policy was much clearer and greatly improved upon the previous document. It was noted that the date of the Licensing and Regulatory Committee meeting in September had been moved from 25 September to 18 September and therefore differed from that set out in the report. Officers agreed to amend this, and were confident that the feedback from the public consultation would still be able to be reported to the Committee on the earlier date.
- 12.4 It was noted that paragraph 2.4.4 of the policy referred to the grant of a "Category 1" street trading consent, whereas Members felt that this should read "Schedule 1"; officers agreed to clarify this before the start of the consultation.
- 12.5 Members queried whether an applicant should receive a full or partial refund of their fee should their application be refused. Officers explained that the fee was charged for the *grant* of a consent and therefore an applicant could not be charged if their application was refused. It was also queried whether Big Issue sellers were subject to the street trading policy; officers felt that they may be considered newspaper vendors and therefore fall outside the scope of the policy, but agreed to confirm this with Members after the meeting.

The Committee RESOLVED to approve the draft policy, as set out at Annexe 1 to the report, as a basis for consultation in accordance with the timescale outlined in the report, subject to amending the date of the Licensing and Regulatory Committee in September and clarification by officers of paragraph 2.4.4 of the policy.

13. MINUTES OF THE MEETING OF THE LICENSING (GENERAL PURPOSES) SUB-COMMITTEE (Agenda Item 7; Appendix B)

RESOLVED that the minutes of the meeting of the Licensing (General Purposes) Sub-Committee held on 29 May 2014 be noted.

The meeting commenced at 10.00 a.m. and concluded at 10.13 a.m.

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE LICENSING AND
REGULATORY COMMITTEE – 18 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

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

- | | |
|---------------------------------------|------------------------|
| * Cllr Simon Inchbald (Chairman) | * Cllr Peter Isherwood |
| * Cllr Patricia Ellis (Vice-Chairman) | Cllr Carole King |
| * Cllr Maurice Byham | * Cllr Chris Storey |
| * Cllr Elizabeth Cable | Cllr Brett Vorley |
| Cllr Jenny Else | * Cllr Nick Williams |
| * Cllr Tony Gordon-Smith | * Cllr Andrew Wilson |

*Present

14. MINUTES (Agenda Item 1)

The Minutes of the Meeting held on 29 May 2014 were confirmed and signed.

15. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda Item 2)

Apologies had been received from Cllrs Jenny Else, Carole King and Brett Vorley.

16. DECLARATIONS OF INTEREST (Agenda Item 3)

There were no interests declared under this heading.

Background Papers

The background papers relating to the following items in Parts I and II are as specified in the Agenda for the meeting of the Licensing and Regulatory Committee.

PART I – RECOMMENDATIONS TO THE COUNCIL

17. ADOPTION OF MODEL SKIN PIERCING BYELAWS (Agenda Item 8; Appendix C)

17.1 The Committee received a report that informed them of a new single consolidated set of byelaws, produced by the Department of Health, to regulate acupuncture, tattooing, electrolysis, semi-permanent skin-colouring and cosmetic piercing.

17.2 The Local Government (Miscellaneous Provisions) Act 1982 introduced a system of registration of premises and persons relating to performing certain procedures to the body. Local authorities were able to choose whether to apply the legislation to their administrative areas. Waverley chose to regulate businesses carrying out tattooing, ear-piercing, acupuncture and electrolysis under byelaws made by the Council in 1985. Businesses wanting to offer the services had to register both the premise and themselves with the Council

(Environmental Health) and must follow the relevant associated byelaws. An initial registration fee was charged and initial inspection carried out. Officers had powers to inspect premises and make sure that the byelaws which were adopted at the time which relate to the hygiene of premises, staff and equipment were observed.

- 17.3 Public demand for body piercing has increased significantly over the past 30 years. Industry practices have also changed and practitioners have adopted new techniques, for example cosmetic piercing (piercing of the body including the ear) and semi-permanent skin-colouring (including, for example, micro pigmentation, semi-permanent make-up and temporary tattooing). These activities cannot be regulated under the existing byelaws. However, Section 120 of and Schedule 6 to the Local Government Act 2003 provide local authorities with specific powers to regulate cosmetic piercing and semi-permanent skin colouring. Waverley has not yet adopted the associated byelaws and therefore these practices (cosmetic piercing and semi-permanent skin-colouring) are currently unregulated in Waverley.
- 17.4 All of these procedures involve some degree of skin piercing and therefore carry potential health risks to those undergoing them and to those carrying out the procedures, for example skin infections and transmission of blood-borne diseases.
- 17.5 Section 120 and Schedule 6 of the Local Government Act 2003 amended Section 15 of the Local Government (Miscellaneous Provisions) Act 1982. The new legislation updated the law to allow for regulation of these new practices (skin piercing and semi-permanent skin-colouring). The Council did not adopt the new byelaws at the time, instead opting to await the production of model byelaws. New 'Updated model byelaws for the regulation of acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis by authorities' were developed by the Department of Health. It is proposed that the Council now adopt them to replace the existing byelaws which, due to their age, do not regulate semi-permanent skin colouring and cosmetic piercing
- 17.6. Subject to the Council resolving to adopt the new byelaws, an application will be made to the Secretary of State for Health for confirmation of byelaws under Section 236 of the Local Government Act 1972 using the following procedure:
- 1) At least one calendar month before applying to the Secretary of State for confirmation, notice of the Council's intention to apply for confirmation must be given in one or more local newspapers circulating in the area to which the byelaws apply.
 - 2) A copy of the byelaws will be deposited at the Council's office and be open to public inspection for one month from the date of publication of the above notice.
 - 3) The byelaws will then be submitted to the Department of Health for confirmation when the one month period has elapsed.
 - 4) Provided that no objections are received, the Secretary of State will confirm the byelaws.
 - 5) The byelaws will come into effect on the date specified by the Secretary of State or, if no date is specified, one month after their confirmation.

- 6) The confirmed byelaws will be served on every parish council within the Waverley area.
 - 7) If the byelaws are confirmed, the Scheme of Delegation will require updating to authorise officers to exercise associated powers under the Local Government (Miscellaneous Provisions) Act 1982.
- 17.7 The proposed byelaws would replace the existing byelaws and give the Council powers to regulate cosmetic piercing and semi-permanent skin-colouring from the date the byelaws come into effect.
- 17.8 There were advantages, both to the customers of the businesses and the Council, from the adoption of these updated byelaws. Implementation of the byelaws reduces the risk to the public of contracting blood-borne viruses such as HIV and Hepatitis B and C. In addition, a single set of byelaws will benefit business as the process of registration will be simplified, particularly for those conducting more than one type of cosmetic skin piercing activity.
- 17.9 Members welcomed the proposed new byelaws and, following clarification regarding the age of consent for ear-piercing and responsibilities of a proprietor, the Committee

RECOMMENDS that

1. **the model byelaws be adopted to replace the byelaws relating to acupuncture, tattooing, ear-piercing and electrolysis made by the Council on 4 July 1985 and confirmed by the Secretary of State on 19 September 1985;**
2. **the common seal be affixed to the byelaws;**
3. **the Environmental Health Manager be authorised to carry out the necessary procedure to apply to the Secretary of State for confirmation of the byelaws; and**
4. **the current item 151 in the Environmental Health Service Scheme of Delegation (Annexe 1) be amended, effective from the date the byelaws come into effect.**

PART II – MATTERS OF REPORT

18. **WAVERLEY BOROUGH COUNCIL – REVIEW OF STREET TRADING POLICY** (Agenda Item 6; Appendix A)
- 18.1 The Council's existing Street Trading Policy was introduced in 2009. It should be reviewed if major changes occurred or after 5 years, whichever is sooner. There had been no major legislative changes affecting this Policy since it came into effect and requests for only minor changes have been received.
- 18.2 The main changes proposed in the draft policy document were:
- To introduce a procedure for varying Consents during their life
 - To clarify the Council's approach to ensuring transparency in dealing with applications

- 18.3 Public Consultation took place for a six-week period ending on 12 September 2014. Consultees specifically included agencies and partners already involved in the Street Trading regime (for example, Police, Fire and Rescue, Highways, local chambers of commerce) and was published on the Council's website.
- 18.4 Results of the consultation process were presented to the Committee for final comments before being passed to the Executive for review and submitted to Council for approval. If the Council intends to amend its list of Prohibited and Consent Streets a legal procedure entailing publication of Public Notices would be required. This would take a minimum of 3 months.
- 18.5 Proposals had been received before the closing date of the consultation. The following had been referred to in the Committee papers:
- a) – **response from individual of 11 August 2014**, requesting clarification on procedures for Charitable Street Collections, etc. This topic is not covered by Street Trading legislation – a response was issued on 29 August 2014 detailing the relevant procedures and code of practice. No further action required.
 - b) – **response from Godalming Town Council of 8 August 2014**, requesting that Bridge Street, Godalming be included in the list of consent streets which for some events would save closing the whole of the High Street as often.
- 18.6 The following responses were reported at the Committee as they were received after despatch of the agenda papers.
- c) **response from Cranleigh Parish Council of 12 September**, (i) - agreeing that prohibited streets in Cranleigh should be as per Appendix I of the Policy document and (ii) – supporting events that enhance the vibrancy and attractiveness of Cranleigh and therefore that the three consent streets listed should remain.

The Parish Council suggests that for clarity, Horseshoe Lane is included as a prohibited street and that the Bank Buildings and the roadway to the post office frontage are part of the consent designation for High Street.

The Parish Council has received a reply confirming the Old Bank Buildings and Post Office situation (the areas to the front are part of the High Street consent designation) and that Horseshoe Lane is not designated at all, but that parts of it abutting The Common will be part of that designation as consent street.

d) **response from Cranleigh Chamber of Commerce of 12 September**, requesting that the list of consent streets for Cranleigh (High Street, The Common and Rowland Road) be redesignated as prohibited streets.

This was replied to on 16 September, asking if the Chamber of Commerce wanted to submit supporting comments. Further details were received on 17 September and are summarised below:

“The chamber actively supports the businesses in Cranleigh who have permanent places of business and pay their rates and contribute to the life of

the village that is uniquely Cranleigh. It has a history and a conservation area that is highly unique and we wish to protect our members from occasional traders who set up in competition on the streets and around the common, subject to agreement we realise, but they do not contribute effectively or financially to the life of Cranleigh- some of them actually contribute noise, pollution, litter and anti social behaviour directly or indirectly from their trading practices so we would recommend the change to prohibition in the remaining streets in Cranleigh to ensure our members have an unencumbered and level playing field to trade within.

Certainly the area around the common actively affects the residents and we are mindful of their opinions of businesses which could again affect our relationship with them.”

18.7 The Committee considered those responses which related to the designation of streets and noted this had not formed part of the previous policy. The Committee agreed that the designation of streets be kept as a separate issue in order that amendments could be made at any time without the need to go through a policy amendment procedure.

18.8 The Committee RESOLVED that

1. the Policy be recommended to the Executive with no further observations or amendments; and
2. officers be asked to instigate a review of the street trading designations in response to the representations received as part of the consultation.

19. DRAFT WAVERLEY BOROUGH COUNCIL ENFORCEMENT POLICY FOR REGULATORY SERVICES (Agenda Item 7; Appendix B)

19.1 The Committee received a report that detailed the requirement for the Council to publish an enforcement policy. Members noted that a new Regulators' Code had come into effect on 6 April that replaced the previous Regulatory Compliance Code.

The areas of the Council's work in which regard must be had to the new Code are:

- Environmental Protection
- Food Safety
- Public Health
- Licensing
- Health and Safety
- Environmental Services (Fly Tipping, Littering, etc.)
- Private Sector Housing

19.2 The Committee received the proposed draft enforcement policy that set out how the services responsible for ensuring compliance will conduct themselves and how other parties can expect to be treated as the key duties were discharged.

- 19.3 A review by the Community Overview & Scrutiny Committee concluded that the Environmental Health Enforcement Policy produced in 2012 be revised and updated to reflect the Regulators' Code published in April 2014. If adopted, this would be the first time the Council would have one overarching enforcement policy and would supersede previously published enforcement policies.
- 19.4 There would be a six weeks consultation from 2 September-15 October during which the Policy would be available on the Council's website. Responses would be collated and where appropriate suggested amendments would be included in the final draft that would be brought back to the Executive for consideration before referral to Council.
- 19.5 Members considered the draft Policy and asked for Officer clarification regarding some wording in respect of the cost of compliance, and confirmation in writing of compliance issues. The template for the Policy had been provided through the Code of Practice and officers would look at how much latitude there might be to alter wording.
- 19.6 The Committee reviewed the Policy and RESOLVED that the above observations be fed back to Officers.
20. MINUTES OF THE MEETING OF THE LICENSING ACT 2003 SUB-COMMITTEES (Agenda Item 9; Appendix D)

RESOLVED that the minutes of the meeting of the Licensing Act 2003 Sub-Committee C held on 11 August 2014 be noted.

The meeting commenced at 10.00 a.m. and concluded at 10.46 a.m.

Chairman

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE AUDIT COMMITTEE – 17 SEPTEMBER 2014

SUBMITTED TO THE COUNCIL MEETING – 14 OCTOBER 2014

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

Present

Cllr Richard Gates (Chairman) Cllr Stephen Hill
Cllr Wyatt Ramsdale (Vice Chairman) Cllr Peter Isherwood

Apologies

Cllr Tony Gordon-Smith and Cllr Stewart Stennett

Also Present

Emily Hill from Grant Thornton

17 MINUTES (Agenda item 1)

RESOLVED that the minutes of the meeting held on 25 June 2014 be confirmed and signed.

18 APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Councillors Peter Isherwood and Tony Gordon-Smith.

19 DISCLOSURE OF INTERESTS (Agenda item 3)

There were no interests declared under this heading.

20 QUESTIONS BY MEMBERS OF THE PUBLIC (Agenda item 4)

There were none.

PART I - RECOMMENDATIONS TO THE COUNCIL

There were no matters falling within this category.

PART II - MATTERS OF REPORT

Background Papers

The background papers relating to the following report items in Part II are as specified in the agenda for the Audit Committee.

21 PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Agenda item 5)

The Committee received the report outlining internal audit recommendations overdue or due within the next month along with a request to extend the due date for one recommendation.

The Committee was pleased to note that two overdue recommendations relating to housing responsive repairs (IA14/14.010 and IA14/14.012), which had been considered at the last meeting, had now been implemented as a result of the completion of 'Project Purple' which went live on 21 July 2014 and included the areas raised in these recommendations. Further monitoring of this area would be through the regular performance reports received by the Corporate Overview and Scrutiny Committee.

It was explained that the recommendation relating to Sundry Debtors required an Agresso consultant to be present, and due to a change in the System Software consultants it was requested that the implementation date be extended. The committee therefore agreed the following action:-

IA14/18.004	Attachments applied to Debtors Account [Sundry Debtors]	Agreed to extend due date to 31.12.14
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RESOLVED that:

1. the progress on the implementation of internal audit recommendations be noted; and
2. the action to the outstanding recommendation be approved as set out above.

22 PROGRESS ON THE INTERNAL AUDIT PLAN FOR 2014/15 (Agenda item 6)

The Internal Audit Client Manager circulated an updated version of Annexe 1 to the report, which showed that several reviews from the 2014/15 Audit Plan had now been completed or were in progress.

Members expressed concern that it was almost half-way through the year, but that less than half of the reviews had been completed and a number of reviews marked as Quarter 2 had not yet been started. The Internal Audit Client Manager explained that it had been necessary to defer some reviews designated at Quarter 2 to Quarter 3 due to staff leave, however she emphasised that Members need not be concerned that the reviews were falling behind schedule as a number of reviews had been through the planning stages but were not marked as 'in progress' as the auditor was not on site yet. The Committee felt that it would be helpful to know when reviews were in the planning stage, even if the auditor was not yet on site and asked that this be included in further reports.

RESOLVED that the progress for the Internal Audit Plan 2014/15 be noted.

23 ANNUAL GOVERNANCE STATEMENT (Agenda item 7)

The Committee received the Annual Governance Statement, attached at Annexe 1 for information. The Annual Governance Statement for 2013/14 set out the key elements of the Council's internal control framework and identified issues to be addressed in the coming year. It would ensure that managers were aware of the importance of corporate governance and ensure that Waverley maintained high standards of governance.

The Committee felt that it would be useful if a draft version of the Annual Governance Statement could be submitted to the June meeting of the Audit Committee to enable Members to comment on it in advance. Officers agreed that this would be a good approach, and it would enable the Leader and Executive Director to sign the document before the Committee approved it.

Members felt that some amendments were required, particularly with regard to sections 6 and 7 of the report, relating to the review of significant issues identified in the previous year as well as those to be addressed in the forthcoming year. Officers agreed to make these changes after the meeting.

RESOLVED that the Annual Governance Statement be approved, subject to amendments to be made by officers following the meeting.

24 AUDIT FINDINGS REPORT (Agenda item 9)

Emily Hill, Grant Thornton's External Audit Engagement Lead was present at the meeting and introduced the Audit Findings Report. She explained that the majority of testing had now been completed, and that the draft financial statements had been prepared to a very high standard.

The audit findings report set out an analysis of two significant risks; it was explained that auditing standards presumed these risks, and that they were not specific to Waverley. The audit work did not identify any issues in respect of these risks. Further detailed testing had been undertaken on areas which could be considered high risk, either due to the volume of transactions or the complexity of transactions; again, no significant issues were identified.

An amendment to the report was tabled, which regarded adjusted and unadjusted misstatements. It was noted that detailed testing on section 106 monies had identified that £100k had been wrongly categorised on the General Ledger. This error had been identified by officers and was corrected on the 2014/15 General Ledger however the 2013/14 accounts had not been updated. It was felt that the impact of amending the 2013/14 accounts would be disproportionate to the value of the amendment, which was not material.

It was noted that the fees section included an additional fee of £900 in respect of work on material business rates balances. This additional work was necessary due to the fact that there was no longer a requirement to certify NDR3 claims and this was reflected in a reduced grant certification fee in comparison to the previous year.

The audit findings report set out an action plan for certain areas where it had been identified that improvements could be made. One of these related to domain-level accounts with elevated network privileges and another related to security administration rights within Agresso and iTrent. Emily explained that Grant Thornton would follow up on these areas as part of next year's audit. The Committee asked that the IT Manager and Head of Finance provide a brief update to the next Audit Committee meeting on the work that had or would be done to resolve the issues.

RESOLVED that:

1. the Audit Findings report be noted; and
2. the IT Manager and Head of Finance be asked to report to the next meeting of the Audit Committee on the work that had or would be done to address the two audit recommendations set out above.

25 STATEMENT OF ACCOUNTS 2013/14 (Agenda item 8)

The Committee received the Statement of Accounts for the year ended 31 March 2014. It was noted that due to the misstatement set out in the Audit Findings report, a small change to the Letter of Representation was required and officers circulated an updated version of annex 2 to the report, incorporating this change.

RESOLVED that:

1. the Statement of Accounts for the financial year ended 31 March 2014 be approved;
2. the Letter of Representation for 2013/14 be approved; and
3. the Committee confirms that the accounts have been prepared on a going concern basis.

26 EXCLUSION OF PRESS AND PUBLIC (Agenda item 10)

At 8.22pm 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(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s), there would be disclosure to them of exempt information (as defined by Section 1001 of the Act) of the description specified in paragraph 7 of the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely:

Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

27 INTERNAL AUDIT INVESTIGATION - UPDATE (Agenda item 11)

The Committee received a verbal update from the Director of Finance and Resources on the latest position on an investigation.

The meeting commenced at 7.00 pm and concluded at 8.29 pm

Chairman

ANNUAL GOVERNANCE STATEMENT 2013/14

1. SCOPE OF RESPONSIBILITY

Waverley is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and is used economically, efficiently and effectively.

In discharging this overall responsibility, Waverley must put in place proper arrangements for governing its affairs to help it exercise its functions, which include arrangements for managing risk. Waverley's Code of Corporate Governance accords with the CIPFA/SOLACE Framework "Delivering Good Governance in Local Government". This Annual Governance Statement has been prepared in accordance with the proper practices as defined in the Code. A copy of the Code is available on the Council's website.

The purpose of this Annual Governance Statement (AGS) is to explain how Waverley has complied with the principles of the Code. It also meets the requirements of Regulation 4 of the Accounts and Audit Regulations 2011 in relation to the publication of an Annual Governance Statement. Where there is scope to improve current arrangements when compared with the Code, the actions have been identified and are contained in the action plan at the end of this Statement.

The Annual Governance Statement underpins Waverley's Corporate Plan and other key corporate strategies, including the Medium Term Financial Strategy, the workforce plan, equalities and diversities action plan and the Council's environmental policies.

The evidence for this Statement is drawn from Council, Executive, Corporate Management Team and Heads of Service Team work. The work of internal and external audit is also taken into account. The system of internal control also covers the Council's group activities.

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The "governance framework" comprises the systems, processes and controls, and the culture and values by which Waverley is directed and controlled and its activities through which it accounts to, engages with, and leads, the community. It enables Waverley to monitor how it achieves its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services. It has a key role in maintaining public confidence that Waverley is following high standards of governance.

The system of internal control is a significant part of that framework and is designed to manage, but not eliminate, risk of failure to achieve policies, aims and objectives and it provides reasonable assurance of its effectiveness. The system of internal control is based on a continuing process designed to identify and prioritise the risks to achieving Waverley's policies, aims and objectives.

The purpose of the governance framework is to allow Waverley to:

- Focus on the outcomes for the area and its community
- Engage with local people and other stakeholders to ensure robust public accountability
- Foster a leadership community that sees Members and Officers working together to achieve a common purpose with clearly defined roles and responsibilities
- Promote values and behaviours for the Council that will demonstrate how it will uphold good governance and high standards of conduct
- Take informed and transparent decisions which manage risk and opportunity and are subject to effective scrutiny
- Develop the capacity and capability of its Members and Officers to be effective and innovative

The governance framework has been in place at Waverley for the year ended 31 March 2014 and up to the date of approval of the Statement of Accounts.

3. THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance framework are described below. Further details in relation to each element can be viewed through the Council's website <http://www.waverley.gov.uk>.

a) Corporate Plan 2012 to 2015 – The Council adopted its current Corporate Plan 2012 – 2015 in February 2012. It sets the direction of the Council until the Borough Elections in 2015. The plan is available on Waverley's website at www.waverley.gov.uk/corporateplan.

Waverley's Core priorities are **VALUE:**

Value for money

The Council is committed to providing customer focused services at the best value for money. The Council will ensure that sound financial management is at the core of everything it does.

Affordable housing

Waverley will work hard to provide more affordable housing in the Borough for people in housing need. The Council aims to be an excellent landlord, managing its own housing stock well and improving the fabric and condition of its properties.

Leisure and lives

The Council will continue to support opportunities for all to take part in sport, recreation and other leisure activities to promote health and well-being for all.

Understanding our residents' needs

It is important to the Council that it understands its residents and that it focuses on providing the services they want, by consulting with them and ensuring its services are designed to meet people's needs across the Borough. The Council will be active in consulting and working with residents, service users and local businesses.

Environment

Waverley will continue to do everything within its powers to protect and enhance the area's unique mix of rural and urban communities throughout its towns, villages and hamlets. It will set an example in protecting the environment through its promotion of recycling and environmental sustainability.

Each of the Corporate Plan priorities has a number of measurable outcomes and targets. Each year, every Head of Service prepares, in conjunction with their Portfolio Holders, a Service Plan to deliver the Corporate Plan objectives and other service priorities. The draft 2014/15 Service Plans were presented to a joint meeting of the Overview and Scrutiny Committees in January 2014 before being agreed by the Executive in February 2014.

b) Council Constitution - The Council Constitution was updated in February 2014, and is available on Waverley's website, sets out how the Council operates, how decisions are made, and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Each agenda for a Council or business meeting contains an item requiring members at the outset of the meeting to declare any relevant interests. The agendas and minutes of all the public meetings of the Council and its Committees are available on Waverley's website. Waverley webcasts the majority of public meetings live via its website and makes available archive webcast recordings following the meetings.

c) Council Structure - The Council operates under a 'Strong Leader' model, with members of the Executive responsible for individual Portfolios. At the full Council meeting held on the 14 May 2013 the following Executive portfolios and responsibilities were agreed for the 2013/14 year:

- Leader of the Council – Corporate Strategy including Democratic Services, Representing Waverley, Wider Issues
- Finance, Property and Capital Resources, Housing Delivery
- Environment, Car Parks and Community Safety
- Planning
- IT and Customer Services,
- Leisure and Culture, Communications and Partnerships
- Major Projects and Economic Development
- Housing – Operational

The Executive can only make decisions which are in line with the Council's overall Policy and Budget Framework. If it wishes to make a decision which is contrary to

the Policy and Budget Framework, it must be referred to the full Council to decide. The Executive collectively make recommendations to the Council about the policy framework and take decisions that ensure services are provided within the framework. For most "key" decisions made by the Executive, the Council is required to publish in advance information about:

- (a) the matter to be decided;
- (b) who will be making the decision, and
- (c) the date or timescale for the decision and the place where the decision will be made.

Most day to day service decisions are taken by Council Officers, and these powers are set out within Waverley's Scheme of Delegation which forms part of the Council's constitution. The Council appoints committees with power to carry out non-executive and other functions (e.g. planning and licensing where there is a statutory requirement for the Council to maintain committees). Non-executive functions are those which the Executive does not have the power to carry out.

d) Policy Development & Scrutiny- During 2013/14 Waverley had two Overview and Scrutiny (O&S) Committees:

- Corporate Overview & Scrutiny Committee – remit includes Finances, Corporate Services and Housing.
- Community Overview & Scrutiny Committee – remit includes Community matters, Environment, Planning and Community Safety.

These Committees, and their respective Sub-Committees, hold the Executive to account for its decisions, provide an opportunity for a methodical review of performance and the effectiveness of policies and have a key role in the policy development process.

e) Standards Committee/Panel - The Localism Act 2011 gave Councils an explicit duty to promote and maintain high standards of Member conduct and the statutory model Code of Conduct was abolished. In July 2012 the Council adopted a new Code of Conduct and local arrangements for dealing with complaints about councillors which were substantially simpler and clearer, and both came into effect from July 2012.

The roles and responsibilities of the Panel include:

- (a) promoting and maintaining high standards of conduct by councillors and co-opted members;
- (b) assisting councillors and co-opted members to observe the Members' Code of Conduct;
- (c) monitoring the operation of the Members' Code of Conduct; and
- (d) where the Monitoring Officer has decided a hearing is necessary, to hear complaints received concerning the conduct of Waverley Borough and Town and Parish councillors, and the determination as appropriate.

The new arrangements replaced the Standards Committee with a Standards Panel of 8 Waverley councillors and 2 Town and Parish representatives. The Panel would only convene in its entirety on an ad hoc basis and would operate more as a pool from which to draw councillors should a councillor complaint need to be progressed. The Council also appointed two Independent Persons whose views must be sought by the Council before it takes a decision on an allegation which it has decided shall be investigated, or at any other stage. The Member against which an allegation has been made can also consult them.

The Monitoring Officer arranged briefing sessions for all councillors on the updated code and arrangements. He also arranged a series of briefings for staff on working successfully with councillors that covered the staff code of conduct and the Member-Officer protocol. These were attended by over 100 members of staff and will be repeated every year.

At the Council Meeting on 14 May 2013, the Leader of the Council offered one additional place on the Standards Panel to the UKIP Group, bringing the total number of places to 9.

The Council undertook a review of the new arrangements in July 2013, and agreed minor changes to the Code and arrangements for handling allegations; and, to update the Constitution to reflect the new Standards regime. The Council agreed that the Code of Conduct be reviewed again after the next Borough Elections in May 2015.

f) Audit Committee - The Audit Committee is made up of seven Councillors. The Council has delegated to this Committee responsibilities including:

- To consider the Council's arrangements for corporate governance and recommend necessary actions to ensure compliance with best practice
- To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour
- To consider the Council's compliance with its own and other published regulations, standards and controls
- To monitor Council policies in "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy and the Council's complaints-handling process
- To monitor the effective development and operation of internal control in the Council with particular reference to risk management
- To approve the Council's Annual Governance Statement
- To consider whether appropriate accounting policies have been followed in the preparation of the annual statement of accounts
- To consider all communications from the external auditor to the Audit Committee
- To approve the annual statement of accounts
- To consider the Annual Review of the system of Internal Audit
- To consider the Internal Audit Client Managers Annual Report
- To approve the annual Internal Audit Service Plan

On 10 December 2013, the Council agreed a new senior management structure including, *inter alia*, the deletion of the post of Chief Executive; the re-designation of the post of Deputy Chief Executive as Executive Director; and the establishment of a new post of Director of Finance and Resources. These changes became effective from 1 January 2014.

g) Head of Paid Service - The Executive Director is the designated Head of Paid Service with overall corporate management and operational responsibility (including overall management responsibility for and authority over all officers). Duties include the provision of professional advice to all parties in the decision making process and, together with the Monitoring Officer, responsibility for the system of record keeping for all Council's decisions.

h) Monitoring and Returning Officer – is designated as Waverley's Monitoring Officer with the responsibility for ensuring that the Council's decision-making processes meet the requirements of the law and comply with principles of good governance and Waverley's Codes of Conduct for Officers and Members.

i) Chief Finance Officer - The Director of Finance and Resources replaced the Deputy Chief Executive and is designated as Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.

In March 2010 CIPFA issued a Statement on the role of the Chief Finance Officer in Local Government. This required the Chief Finance Officer (S 151 Officer) to:

- 1) be a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
- 2) be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy; and
- 3) lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer must:

- a) lead and direct a finance function that is resourced to be fit for purpose; and
- b) be professionally qualified and suitably experienced.

Waverley's financial management arrangements conform with the governance requirements of the CIPFA/SOLACE Statement.

The S151 Officer has responsibility for establishing sound financial management within the Council and ensuring adherence to the Council's own financial standards and rules including the Financial Regulations (January 2012) and Contract Procedure Rules (January 2012). The Council has put in place a Medium Term Financial

Strategy to support the aims of the Corporate Plan and a system of regular reporting of its financial position and performance during the year.

j) Code of Corporate Governance – The Council has adopted a Code of Corporate Governance which sets out Waverley’s definition of corporate governance, the Values it stands for and the Key Principles of Corporate Governance that it has adopted.

k) Anti-Fraud, Corruption and Bribery Arrangements - The Council has an Anti-Fraud, Corruption and Bribery Policy that demonstrates its commitment to tackling fraud and corruption whether within or external to the Council.

It details:

- The key principles of the policy
- The roles and responsibilities of Members and Officers
- Investigation procedures to be followed in a suspected case of fraud

The Council's Whistleblowing Policy is a component of the Anti-Fraud, Corruption and Bribery Policy. Fraud policies are in place and are reviewed every two years for example, Housing Benefit Fraud, Tenancy Fraud and Prosecutions.

l) Corporate Complaints System - The Council has a Corporate Complaints Procedure which describes how complaints can be made and how the Council will deal with them. Waverley has adopted a three stage approach to ensure that if the complainant is dissatisfied with the initial response they can have the complaint investigation reviewed again:

- Stage 1 – Complaints dealt with by the contact officer
- Stage 2 – Complaints dealt with by the Head of Service
- Stage 3 – Complaints dealt with by the Executive Director

If the complainant is still dissatisfied they can request that their complaint is examined by the Local Government Ombudsman. Since April 2013 Housing complainants who have exhausted Waverley’s procedure and remain dissatisfied with the response are able to raise their complaint with the Housing Ombudsman.

m) Customer and Stakeholder Engagement - The Council has an established strategy to engage with citizens and the Community. Examples of this include:

- **Waverley’s Citizens Panel** – A representative panel of Waverley residents who have signed up to give their views and feedback on a regular basis. One consultation was carried out with the panel in 2013/14.
- **Forums** which ensure the on-going consultation and communication with different groups in the Community including the Waverley Disability Forum, Faith Forum, and Tenants Panel.
- **Waverley’s Website and social media**, which is updated daily, and provides information about the Council & online access to services;
- **‘Making Waves’**, Waverley’s newsletter, is produced three times a year and sent to all households within Waverley.

The Council also undertakes additional one off consultations on specific subjects, for example on the development of Waverley's Planning Core Strategy or potential creation of a new Parish Council in Rowledge.

n) Performance Management - Quarterly performance results across all services were considered by the Overview and Scrutiny Committees and the Executive. The Overview and Scrutiny Committees had specific Performance Sub Committees which went through the reports in detail with officers and reported their findings, concerns and recommendations back to the main Committees and on to the Executive. Individual staff performance is managed through Waverley's annual appraisal system.

o) Risk & Opportunity Management – Waverley's Risk Management Policy and Process Document was reviewed during the year and was approved in March 2014 with minor amendments. The Risk Management Policy will be reviewed thoroughly when the new Corporate Plan has been developed. The Heads of Service Team maintain Corporate Risk Registers which define and assess risks to the Council's objectives and they record actions to manage these risks. The risks and actions are monitored on a quarterly basis. The Directors review Service risk management processes. The Audit Committee monitors the risk management plan periodically.

p) Internal Audit - Internal Audit operates to the standards set out in the Chartered Institute of Public Finance Accountant's 'Public Sector Auditing Standards for Internal Audit in Local Government' adapted from the application of the Institute of Internal Auditors International Auditing Standards. The Council's appointed External Auditor will then assess Internal Audit against these standards and its most recent assessment is that Internal Audit satisfies these standards. The Internal Audit Client Manager reports annually to the Audit Committee on the performance of the Internal Audit Service in the Annual Internal Audit Report providing details of the activities completed in the financial year.

q) External inspectorates - The Council maintains an objective and professional relationship with external auditors and statutory inspectors to seek assurance that the Council is providing efficient, effective and economic services and are proactive in securing continuous improvement in the way its functions are exercised.

4. REVIEW OF EFFECTIVENESS

The Council has the responsibility for conducting an annual review of the effectiveness of its governance framework including the system of internal control which is then summarised in the Annual Governance Statement. The review was undertaken by a group of service heads and assurance was gained as follows:

Management Assurance -

- A review of the implementation of the Risk Management Strategy and review of risk registers by Corporate Management Team
- A review of Internal Audit Report findings and recommendation and the Audit Committee's consideration of these
- A review of audits completed during the year by Internal Audit including specific reviews on the authority's corporate governance arrangements, risk management, effectiveness of the Audit Committee and the corporate counter fraud arrangements, which provided an independent review of Waverley's governance arrangements
- CMT sign-off of committee reports to Members for decision
- Monthly budget management meetings with Heads of Service
- Audit reports, performance and risk information accessible on corporate 'Covalent' system

Statutory Officer Assurance -

- The Head of Paid Service reviews and signs the Annual Governance Statement
- The Section 151 Officer provides assurance to external auditors
- All internal audit reports are referred to the Head of Paid Service and the S151 Officer

Service Assurance -

- Heads of Service Team meetings review HR Policies and Risk Registers
- Heads of Service team review audit recommendations
- Governance covered on all induction courses which include all new staff
- Connectors management group reviewed HR Policies

Performance Management -

- A review of performance management reports to CMT and Members including performance sub-committees
- A review of budget management reports to CMT and Members

External Review Assurance -

- An examination of external audit reports
- A review of complaints to the Local Government Ombudsman in 2012/13 as set out in the report to Corporate Overview and Scrutiny Committee in September 2013

Other Sources -

- An examination of the work of the Audit Committee in the year
- An examination of Standards Panel and Overview & Scrutiny Committee minutes
- A review of the adequacy of the complaints procedure including monitoring and reporting outcomes
- A review of Corporate Management Team meetings and Heads of Service Team reports and minutes

5. PRODUCTION OF THE ANNUAL GOVERNANCE STATEMENT

The publication of the Annual Governance Statement represents the end result of the review of the effectiveness of the governance framework. Corporate involvement in the production of the Statement included:

- **Corporate Management Team** – Throughout the year, Corporate Management Team have scrutinised all key governance reviews prior to being reported to Members – including HR policies, fraud strategy, risk management policy and review of risk registers, review of Standards Committee and internal audit plans.
- **Statutory Officers** -The S151 Officer and Monitoring Officer have been involved in all key governance issues during the year and the S151 officer reports on arrangements to the external auditors to meet international audit requirements. The Monitoring Officer is a key member of the corporate governance officer group that prepares the AGS.
- **Audit Committee** - The Committee has considered key aspects of the Governance Framework during the year including the Risk Management Policy, Fighting Fraud Locally and the National Fraud Initiative.
- **Heads of Service** – Have been involved in considering risks, HR policies and fraud reviews.
- **Leader of the Council & Executive Director** - The Annual Governance Statement 2013/14 will be signed by the Leader of the Council and the Executive Director.

6. UPDATE ON SIGNIFICANT GOVERNANCE ISSUES 2013/14

The actions identified in the previous AGS have been progressed during the year and more detail has been included in the preceding paragraphs. In summary, positive action has been taken on all as follows:

Action	Progress
Revising Whistle-blowing	Revised September 2013 and approved by Audit Committee
Revise Staff Code of Conduct and Annual Declarations	Fully implemented for all new staff. Periodic refresh for all staff scheduled for 2014/15
Wider ownership and awareness of AGS through HoST and Connectors	Staff briefings held for all staff on member-officer protocol Governance issues raised with new staff on induction programme

Continue programme of updating HR Policies	A number of policies updated in year and approved by Executive/Council where appropriate
Revise Annual Internal Audit Report to improve format and presentation for senior managers and Audit Committee and to include performance information of contractor	New format report submitted to June 2013 Audit Committee developed in conjunction with Members

7. SIGNIFICANT GOVERNANCE ISSUES IDENTIFIED IN 2014/15

Whilst the actions identified in the previous year have largely been addressed, as the review of Waverley's arrangements becomes even more challenging, officers continue to identify scope for further improvement in future. Whilst no specific significant governance issues have been identified, the key areas under review are as follows:

Action	Responsible	Review Period
Corporate risk register	Head of Finance	March 2015
Performance framework	Executive Director	March 2015
Transparency agenda	Head of Finance	March 2015
Review Contract Procedure Rules and Finance Regulations	Head of Finance	December 2014
Review fraud resilience and financial controls	Monitoring and Returning Officer	December 2014

Level of assurance

This Annual Governance Statement demonstrates that the systems and processes that comprise Waverley's governance arrangements provide a comprehensive level of assurance to the Council.

Certification

This Governance Statement has been prepared by officers with knowledge of the key governance issues. They have compiled a list of items of evidence to support an assessment against the Council's Code of Corporate Governance and to support the action plan mentioned above. That assessment has been referred to in the preparation of this Governance Statement, which also draws upon the knowledge and understanding of those officers.

We therefore commend the Governance Statement to the Audit Committee for approval.

Signed

Leader of the Council

Executive Director