

To: All Members of the EXECUTIVE
(Agenda pages to other
Members for Information)

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Date: 21 December 2012

Membership of the Executive

Cllr Robert Knowles (Chairman)
Cllr Mike Band (Vice-Chairman)
Cllr Brian Adams
Cllr Carole King
Cllr Bryn Morgan

Cllr Stephen O'Grady
Cllr Julia Potts
Cllr Stefan Reynolds
Cllr Adam Taylor-Smith
Cllr Keith Webster

Dear Councillor

A Meeting of the EXECUTIVE will be held as follows:-

DATE: TUESDAY, 8 JANUARY 2012

TIME: 6.45 P.M.*

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

Yours sincerely

MARY ORTON

Chief Executive

[In the event that adverse weather conditions prevent this meeting from proceeding, the meeting will be held instead at 2.00 pm on Tuesday 15 January 2013]

*This meeting will be webcast from the conclusion of informal question time and can be viewed by visiting <http://www.waverley.gov.uk>

NOTE FOR MEMBERS

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

AGENDA

1. INFORMAL QUESTION TIME

The Chairman to receive any informal questions from members of the public (for a maximum of 15 minutes).

2. MINUTES

To confirm the Minutes of the Meeting held on 4 December 2012 (to be laid on the table half-an-hour before the meeting).

3. APOLOGIES FOR ABSENCE

To advise the Executive of any apologies for absence.

4. DISCLOSURE OF INTERESTS

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

5. QUESTIONS

The Chairman to respond to the following questions received from members of the public for which notice has been given in accordance with Procedure Rule 10:

i. from Mr Beaman of Farnham

"Is there any reason why schools are used as polling stations resulting in children not being able to attend school on election days causing difficulties for working parents who then have to make alternative arrangements for the care of their children in locations where alternative facilities (e.g. Church and Village Halls) could be used?"

ii. from Mr Ken Reed of Cranleigh

"As the Portfolio Holder for Planning felt, in the light of information that had recently been received, that it would be premature to answer the question I asked of the December Executive, could I ask that he now provides an answer to this question?"

Paragraph 17 of the National Planning Policy Framework says, "Within the overarching roles that the planning system ought to play, a set of core land-use planning principles should underpin both plan-making and decision-taking." One of the 12 principles quoted is that planning should, "encourage the effective use of land by reusing land that has been previously developed (brownfield land), ..."

Paragraph 47 of the NPPF says, "To boost significantly the supply of housing, local planning authorities should use their evidence base to ensure that their Local Plan meets the full, objectively assessed needs for market and affordable housing in the housing market area, as far as is consistent with the policies set out in this Framework, including identifying key sites which are critical to the delivery of the housing strategy over the plan period."

It would seem that, in failing to identify key sites which are critical to the delivery of the housing strategy over the plan period, Waverley's Draft Core Strategy and the URS Sustainability Report are not credible in their assessments of alternatives. Could the Executive please explain why a mixed use of "brownfield land" at Dunsfold Aerodrome, which would be consistent with one of the NPPF's core principles, has not been objectively assessed against identified key sites on "greenfield land" in Cranleigh and Farnham?"

6. EXECUTIVE FORWARD PROGRAMME (Page 9)

To adopt the new format of forward programme of key decisions for Waverley Borough Council, attached at Appendix A.

7. BUDGET MANAGEMENT - NOVEMBER UPDATE 2012-13 (Page 17)

[Portfolio Holder for Finance: Cllr Mike Band]

[Wards Affected: N/A]

The report at Appendix B provides details of the expenditure and income position at November 2012 compared with the budget for the General Fund and the Housing revenue Account. It also gives details of expenditure and progress of the Capital Programme for the General Fund and Housing Revenue Account.

Recommendation

It is recommended that the Executive:

1. **approve supplementary estimates amounting to £21,000 to cover the payment of planning appeal costs awarded against WBC as detailed in paragraph 7 and annexe 5;**
2. **approve the bringing forward to the 2012-13 Capital Programme of the Car Park Sidem upgrade software, as detailed at paragraph 17, in the sum of £9,000 to be met from identified capital savings;**
3. **approve the purchase of a replacement Local Land Charge System as set out in paragraph 18 up to a maximum cost of £30,250 to be met from savings/additional income identified within the Local Land Charge service, with the choice of system to be agreed by the Deputy Chief Executive in consultation with the Portfolio Holder for Information Technology;**

4. approve the bringing forward to the 2012-13 Capital Programme of the car Park Low Energy Lighting Invest-to-Save scheme, as detailed in paragraph 19, to be met from identified capital savings;
 5. approve the use of the Preventative Technology Grant of £18,000 to be spent on careline staffing as detailed in paragraph 11;
 6. approve the virement at paragraph 12 funding the Contract Compliance and Monitoring Officer post becoming full-time; and
 7. approve the virement within the HRA at paragraph 22 of £50,000 from the budget for 'Repairs Day to Day CO2 detectors' to 'Cyclical Servicing Gas'.
8. WAVERLEY CORE STRATEGY – SUBMISSION (Page 47)
 [Portfolio Holder for Planning: Cllr Bryn Morgan]
 [Wards Affected: All]

The report at Appendix C provides an update on the progress with the Core Strategy and seeks approval to submit the Core Strategy for Examination.

Recommendation

That the Executive recommends to the Council that the Core Strategy be submitted for Examination together with the schedule of proposed modifications.

9. THE SCOPE OF THE DEVELOPMENT MANAGEMENT AND SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT (Page 55)
 [Portfolio Holder for Planning: Cllr Bryn Morgan]
 [Wards Affected: All]

The Core Strategy is the first part of the review of the Waverley Local Plan. The second part is the requirement to update its detailed planning policies for determining planning applications and to make allocations for land use in accordance with the Core Strategy. This will involve preparing a Development Management and Sites Allocation Development Plan Document (DM&SA DPD). The Executive is being asked to agree the scope of this document as set out at Appendix D.

Recommendation

It is recommended that the Executive agrees the scope of the Development Management and Site Allocations DPD as set out in Annexe 2 of the report.

10. WEYBOURNE ROAD ALLOTMENTS – PROPOSAL TO INCREASE CHARGES (Page 65)

The report at Annexe E proposes and seeks agreement to increase allotment charges above the level of inflation so that they are aligned with the charges of Farnham Town Council to aid the future transfer of allotment management.

Recommendation

It is recommended that

- 1. the allotment charges for the Weybourne road allotment site be increased with effect from 1 April 2013 to align with those of Farnham Town Council; and**
- 2. officers be authorised to inform allotment holders of the increase in charge prior to the increase being implemented.**

11. TOWN TEAM PARTNERS – DETAILED PLANS (Page 69)

[Portfolio Holder: Cllr Adam Taylor-Smith]

[Wards Affected: All]

The December meeting of the Executive welcomed the Town Team funding awarded to Cranleigh, Godalming and Farnham. The Executive also agreed to consider and approve the towns' more detailed plans, to comply with its role as accountable body. The report at Appendix F refers.

Recommendation

It is recommended that the Executive

- 1. approves the Cranleigh and Godalming detailed spending plans;**
- 2. authorises officers to support and monitor the towns' projects as they put their plans into action; and**
- 3. asks officers to report to the February meeting of the Executive with the detailed plans for Farnham once the Farnham Town Team has been launched.**

12. LEISURE DEVELOPMENT PLAN 2012-15 (Page 77)

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: All]

The Leisure Development Plan, attached at Annexe 1 to Appendix G, outlines areas of work the Leisure Services Team propose to action over the next four years. It also outlines what the leisure service will be doing to maximise on the legacy of the 2012 Olympics. The Executive is asked to approve the Leisure Development Plan.

Recommendation

The Executive is asked to endorse the Leisure Development Plan 2012-15.

13. TRANSFER OF ELLENS GREEN PUMPING STATION TO THAMES WATER
(Page 89)

[Portfolio Holders: Cllrs Mike Band & Stephen O'Grady]
[Wards Affected: Alfold, Cranleigh Rural and Ellens Green Ward]

The report at Appendix H asks the Executive to authorise Waverley entering into a Deed of Rectification to transfer the Ellens Green Pumping Station to Thames Water Utilities Limited.

Recommendation

It is recommended that authorisation be given for Waverley to enter into a Deed of Rectification to transfer the pumping station at Ellens Green to Thames Water Utilities Limited, each party to bear its own costs.

14. CRANLEIGH CRICKET CLUB LEASE (Page 93)

[Portfolio Holders: Cllrs Mike Band & Julia Potts]
[Wards Affected: Cranleigh West]

The report at Appendix I seeks authorisation for the grant of a new lease to Cranleigh Cricket Club following the expiry of their existing lease. Terms and conditions of the proposed lease are set out in the (Exempt) Annexe.

Recommendation

It is recommended that:

1. **Waverley grants a lease of the land shown outlined on the plan annexed to Cranleigh Cricket Club for 50 years on terms and conditions set out in the (Exempt) Annexe, other terms and conditions to be agreed by the Estates and Valuation Manager; and**
2. **the rent-related grant proposed in the (Exempt) Annexe be agreed.**

15. CALENDAR OF MEETINGS 2013/14 (Page 97)

The Calendar of Meetings for 2013/14 is attached at Appendix J.

Recommendation

To agree the Calendar of Meetings for 2013/14.

16. CHIEF EXECUTIVE'S ACTIONS

To note the following action taken by the Chief Executive after consultation with the Chairman and Vice-Chairman since the last meeting. The Register of Decisions will be laid on the table half an hour before the meeting:-

Lift at Rolston House, Haslemere

To authorise urgent health and safety works to the lift at Rolston House, Haslemere due to the obsolescence of some broken down components. Thyssen Krupp, the current lift servicing contractor,

submitted the lowest quote for the entire refurbishment works at £18,854 and will undertake the works.

17. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:-

Recommendation

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 items 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 these items, 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 to the Act, (to be identified at the meeting).

18. BRIGHTWELLS DEVELOPMENT, FARNHAM

[Portfolio Holder: Cllr Adam Taylor-Smith]
[Wards Affected: All]

To consider the report at (Exempt) Appendix K – To Follow.

19. SURRENDER OF LEASE (Page 101)

[Portfolio Holders: Cllrs Julia Potts & Mike Band]
[Wards Affected: Farnham Wrecclesham and Rowledge]

To consider the report at (Exempt) Appendix L.

20. HOUSING DELIVERY BOARD ITEM – SALE OF PROPERTY (Page 107)

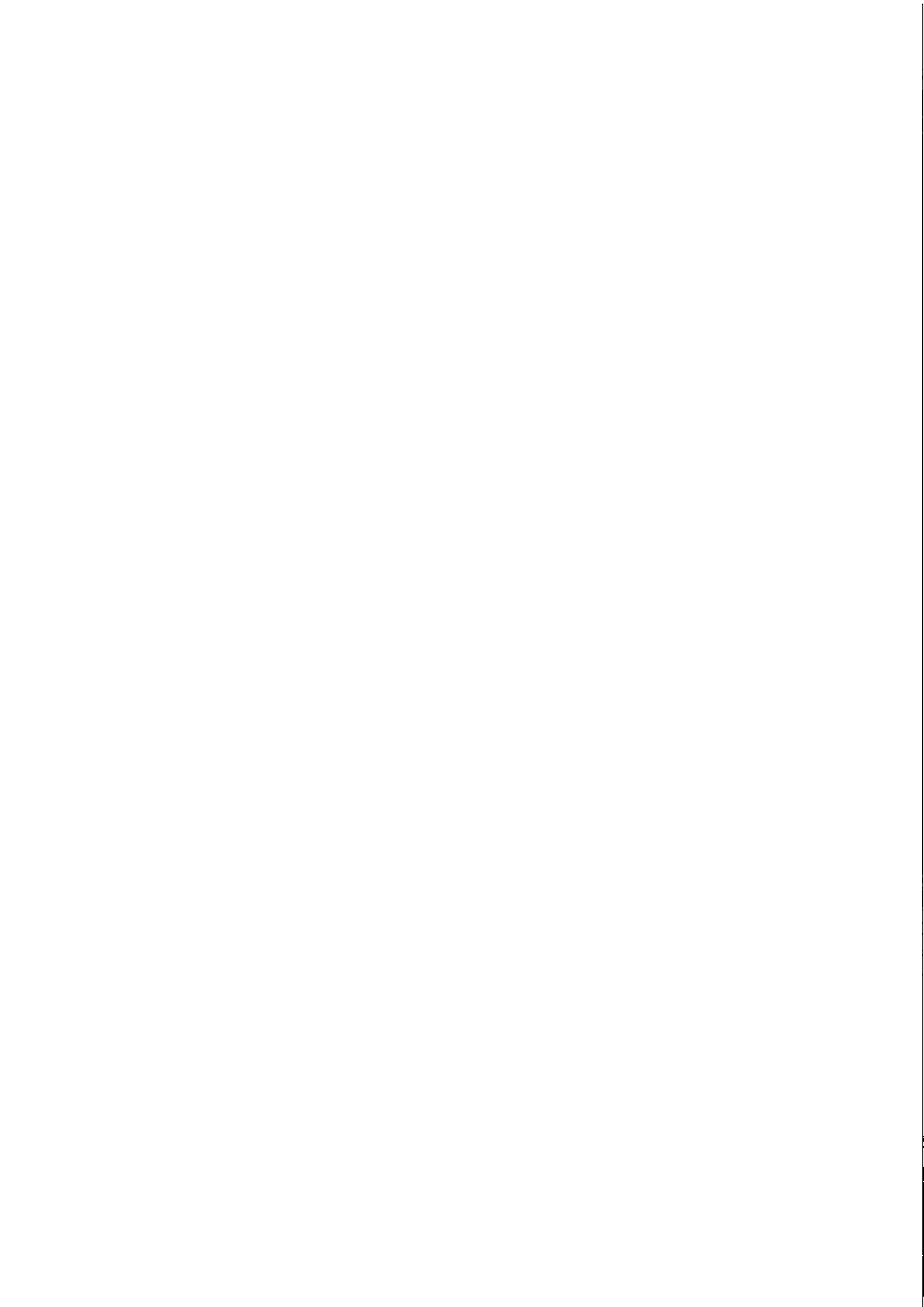
[Portfolio Holders: Cllrs Mike Band, Bryn Morgan and Keith Webster]

To consider the report at (Exempt) Appendix M.

21. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

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

**For further information or assistance, please telephone Robin Pellow,
Head of Democratic and Legal Services, on 01483 523222.**



Waverley Borough Council Key Decisions Forward Programme

This Forward Programme sets out the key decisions which the Executive expects to take during the next four month period.

A key decision is a decision to be taken by the Executive which (1) is likely to result in the local authority incurring expenditure or making savings of above £20,000 and/or (2) is significant in terms of its effects on communities living or working in an area comprising two or more wards.

The Members of the Executive are:

Executive Portfolio Holder	Areas of Responsibility
Cllr Robert Knowles (Leader of the Council)	Corporate Strategy
Cllr Mike Band (Deputy Leader)	Finance, Property and HR
Cllr Brian Adams	Waste and Recycling, Environmental Health and Community Grants
Cllr Carole King	Car Parks, Community Safety and Older People
Cllr Bryn Morgan	Planning and Climate Change
Cllr Stephen O'Grady	IT, Parks and Countryside, Playgrounds
Cllr Julia Potts	Leisure, Culture and Young People
Cllr Stefan Reynolds	Communications and Customer Services
Cllr Adam Taylor-Smith	Major Projects and Economic Development
Cllr Keith Webster	Housing

The agenda for each Executive meeting will be published at least 5 working days before the meeting and will be available for inspection at the Council Offices and on the Council's Website (www.waverley.gov.uk).

Whilst the majority of the Executive's business at the meetings listed in this Plan will be open to the public and press, there will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals such as requests for early or flexible retirements and property matters relating to individual transactions.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies, the letter [E] will appear after the name of the topic, along with an indication of which exempt paragraph(s) applies, most commonly:

[E1 – Information relating to any individual; E2 – Information which is likely to reveal the identity of an individual; E3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information); E5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings; E7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime].

Please direct any enquiries about the Forward Programme to the Democratic Services Manager, Emma McQuillan, at the Council Offices on 01483 523351 or email committees@waverley.gov.uk.

Waverley Borough Council Executive Forward Programme for the period 8 January 2012 to May 2013

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
Special Meeting 22 January 2013	Council Tax Reduction Scheme	To approve a scheme for 2013-14	Executive and Council	Consultation between September and November 2012	(1) Graeme Clark 01483 523099 (2) Cllr Mike Band mike.band@waverley.gov.uk
Special Meeting 22 January 2013	Council Tax Base	To approve the Council Tax Base for 2013/14	Executive	N/A	(1) Graeme Clark 01483 523099 (2) Cllr Mike Band mike.band@waverley.gov.uk
5 February 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096 (2) Cllr Mike Band mike.band@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Bryn Morgan bryn.morgan@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY/DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
5 February 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397 (2) Cllr Mike Band mike.band@waverley.gov.uk
5 February 2013	Budget, Council Tax, Rent Levels, Capital Programme and Fees and Charges	To agree the budget for 2013/14	Executive and Council	N/A	(1) Paul Wenham 01483 523397 (2) Cllr Mike Band mike.band@waverley.gov.uk
5 February 2013	Annual Pay Policy Statement	To agree the annual pay policy statement	Executive and Council	N/A	(1) Sarah Bainbridge 01483 523148 (2) Cllr Mike Band mike.band@waverley.gov.uk
5 February 2013	Treasury Management	To approve the Policy and Strategy for 2013-14	Executive and Council	N/A	(1) Paul Wenham 01483 523397 (2) Cllr Mike Band mike.band@waverley.gov.uk
5 February 2013	Service Level Agreements for Community Organisations – Phase 2	To note progress to date and seek agreement to continue and roll-out to further organisations	Executive	Consultation with Community Overview and Scrutiny Committee	(1) Kelvin Mills 01483 523432 (2) Cllr Brian Adams brian.adams@waverley.gov.uk
5 February 2013	Farnham Park SANG	Release of additional land	Executive	Consultation with relevant partners and agencies	(1) Paul Falconer 01483 523417 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
5 February 2013	Godalming Conservation Area Appraisal	To approve a draft Conservation Area Appraisal for adoption	Executive and Council	Consultation with relevant partners and agencies	(1) Colin Bannon 01483 523525 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
5 February 2013	Farnham and Haslemere Neighbourhood Plan Areas	To approve the designation of the Neighbourhood Plan Areas	Executive and Council	Consultation with relevant partners and agencies	(1) Matthew Ellis 01483 523297 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
5 February 2013	Rolston House, Haslemere	To agree the detailed final scheme following receipt of tenders	Executive and Council	Consultation with relevant partners and agencies	(1) Angela Smithers 01483 523 (2) Cllr Keith Webster keith.webster@waverley.gov.uk
5 February 2013	Troubled Families Project	To note progress to date and make any decisions required to move the project forward	Executive	Consultation with relevant partners and agencies	(1) Damian Roberts 01483 523398 (2) Cllr Carole King carole.king@waverley.gov.uk
5 February 2013	Polling Places Review	To consider alternative polling stations and designate them accordingly	Executive and Council	Consultation with relevant partners and agencies	(1) Tracey Stanbridge 01483 523413 (2) Cllr Robert Knowles robert.knowles@waverley.gov.uk
5 February 2013	Car Parks	To approve a new policy for the issuing of event licences	Executive and Council	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411 (2) Cllr Carole King carole.king@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
5 February 2013	Brightwells, Farnham Regeneration [E3]	To approve the next stage in the process	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Adam Taylor-Smith adam.taylor-smith@waverley.gov.uk
5 March 2013	Parking Contract [E3]	To agree the procurement process to be undertaken and specification	Executive	N/A	(1) Rob Anderton 01483 523411 (2) Cllr Carole King carole.king@waverley.gov.uk
5 March 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096 (2) Cllr Mike Band mike.band@waverley.gov.uk Cllr Keith Webster keith.webster@waverley.gov.uk Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
5 March 2013	Weyhill Car Park, Haslemere	To agree the way forward	Executive	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411 (2) Cllr Carole King carole.king@waverley.gov.uk
5 March 2013	Air Quality	Reviewing Defra-Funded Air Quality report and agreeing next stages of work on implementing Farnham's AQAP	Executive	Consultation with relevant partners and agencies	(1) Rob Anderton 01483 523411 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
5 March 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	(1) Paul Wenham 01483 523397 (2) Cllr Mike Band mike.band@waverley.gov.uk
5 March 2013	IT Strategy	To review and adopt the Strategy	Executive and Council	N/A	(1) Roger Standing 01483 523321 (2) Cllr Stephen O'Grady stephen.o-grady@waverley.gov.uk
5 March 2013	Brightwells, Farnham Regeneration [E3]	To approve the next stage in the process	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Adam Taylor-Smith adam.taylor-smith@waverley.gov.uk
5 March 2013	Heron's Project [E3]	To approve the next stage in the process	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Kelvin Mills 01483 523432 (2) Cllr Julia Potts julia.potts@waverley.gov.uk
9 April 2013	Community Infrastructure Levy (CIL)	To agree a draft for consultation (following earlier preliminary draft)	Executive	Consultation with relevant partners and agencies	(1) Paul Falconer 01483 523417 (2) Cllr Bryn Morgan bryn.morgan@waverley.gov.uk
9 April 2013	Housing Delivery Board [E3]	Potential to approve and adopt policies and make decisions to assist in the delivery of affordable homes in the Borough	Executive (and potentially Council)	Consultation with relevant partners and agencies	(1) Jane Abraham 01483 523096 (2) Cllr Mike Band mike.band@waverley.gov.uk

EXECUTIVE MEETING	TOPIC	KEY DECISION	DECISION TAKER	CONSULTATION	(1) CONTACT OFFICER (2) EXECUTIVE PORTFOLIO HOLDER
					<p>Cllr Keith Webster keith.webster@waverley.gov.uk</p> <p>Cllr Bryn Morgan bryn.morgan@waverley.gov.uk</p>
9 April 2013	Budget Management	Potential for seeking approval for budget adjustments	Executive (and possibly Council)	N/A	<p>(1) Paul Wenham 01483 523397</p> <p>(2) Cllr Mike Band mike.band@waverley.gov.uk</p>
9 April 2013	Public Conveniences [E3]	To agree the way forward for the remaining public conveniences in the Borough	Executive	Consultation with relevant partners and agencies	<p>(1) Rob Anderton 01483 523411</p> <p>(2) Cllr Brian Adams brian.adams@waverley.gov.uk</p>
9 April 2013	Brightwells, Farnham Regeneration [E3]	To approve the next stage in the process	Executive (and potentially Council)	Consultation with relevant partners and agencies	<p>(1) Kelvin Mills 01483 523432</p> <p>(2) Cllr Adam Taylor-Smith adam.taylor-smith@waverley.gov.uk</p>
May-June 2013	Homelessness Strategy	To agree a strategy	Executive and Council	Consultation with relevant partners and agencies	<p>(1) Mike Rivers 01483 523013</p> <p>(2) Cllr Keith Webster keith.webster@waverley.gov.uk</p>
May-June 2013	Garden Waste	To decide upon a new approach to deliver the garden waste subscription service	Executive and Council	Consultation with Community Overview and Scrutiny Committee	<p>(1) Rob Anderton 01483 523411</p> <p>(2) Cllr Brian Adams brian.adams@waverley.gov.uk</p>

Notification of Executive Non-Key Decisions likely to be considered in (Exempt) Session

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports or annexes for that meeting contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. This refers to decisions likely to be taken by the Executive which are not key decisions and for which 28 days notice needs to be given.

There will inevitably be some business to be considered which contains confidential, commercially sensitive or personal information which will be discussed in exempt session, i.e. with the press and public excluded. These matters are most commonly human resource decisions relating to individuals, such as requests for early or flexible retirements and property matters relating to individual transactions.

APPENDIX B

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 8 JANUARY 2013

Title:

Budget Management Report November 2012
[Portfolio Holder: Councillor Band]
[Wards Affected: All]

Summary and purpose:

This report provides details of the expenditure and income position at November 2012 compared with the budget for the General Fund and the Housing Revenue Account. It also gives details of expenditure and progress of the Capital Programme for the General Fund and Housing Revenue Account.

How this report relates to the Council's Corporate Priorities:

The monitoring and management of the Council's Budgets ensures there is financial control over the services that contribute to the Corporate Priorities. Savings identified can be redirected towards Corporate Priorities or action can be taken to rectify overspends.

Equality and Diversity Implications:

There are no direct equality and diversity implications relating to this report.

Resource/Value for Money implications:

This report shows the budget management position to November 2012 for the General Fund and the Housing Revenue Account. It monitors the progress of revenue expenditure and income and projects the likely year-end position. A saving against the General fund Revenue budget is reported. The position on capital expenditure is also given.

Legal Implications:

There are no direct legal implications relating to this report.

General Fund

1. The forecast position for November shows an underspend of £314,000 from the 2012/13 approved budget compared with an underspend of £226,000 reported to the end of October. After allowing for approvals made and pending, the latest underspend will reduce to some £253,000. The current position is an improvement of £88,000 from the previous report.

Budget Variances

2. The projected variations from the Budget are detailed in the schedule at annexe 1 with the following additional movements identified this month.

Income

3. Development Control

The current position is that income is expected to fall short of the budgeted figure of £700,000 by some £30,000 by the end of the year. This improvement of £10,000 from the previous Budget Management report is due to the Government's increase in planning fees implemented on 22 November 2012.

Previously, the Executive earmarked a contingency of £30,000 from within the overall underspend as a safeguard against future loss in planning income. Latest estimates are that the loss will be significantly lower, probably below £10,000.

4. Car Parks

As a result of declining Pay and Display income the latest shortfall projected to the end of the year is £45,000, a further decline of £10,000.

5. Legal Fees

Additional income of £10,000 is projected.

6. Staff Vacancy Target Reductions

The updated General Fund Staff Vacancy Target for 2012-13 is £259,100. Whilst CMT will aim to manage the process during the year and aim to achieve the target by the year-end, continuing year-on-year pressure is making the target difficult to achieve and this is recognised in the Star Chamber proposals for 2013-14.

7. Planning Appeal Costs

Unfortunately, significant costs have recently been against the Council for the following two cases:

(i)Halcyon Waters, Wonersh £15,500

(ii)Land off Tongham Road, Runfold £5,000

The background to these cases is detailed at Annexe 5.

In view of the potential for significant financial impact of the award of costs such as these, the Planning Department is currently carrying out a review of forthcoming cases in order that some assessment of financial risk can be made.

8. Planning Local Development Framework (LDF)

It now seems likely that some £15,000 of the total £68,000 LDF budget for 2012/13 will not be required in the current year.

9. Leisure Centres – Energy Costs

Significant savings in Leisure Centre energy costs have been taken into account from the 2012/13 budget onwards. The final costs due to the contractor to cover high energy costs have now been determined for the previous financial year 2011/12. These are £27,150 below the amount provided in the accounts and consequently this amount now represents a one-off saving in the current year.

10. Audit Fees

A saving of £30,000 on the £160,000 Audit Commission Fees budget is reported in line. The reduced charge from Grant Thornton reflects the high quality of internal work presented and the reduced input required as a consequence.

11. Careline

The Council has received a grant of £18,000 to fund Preventative Technologies (PTG). The Executive is asked to approve that this be spent on extending the Careline, Telecare and Project Officer post to deliver continuing support to vulnerable residents for a further period of six months until the end of the financial year. This post is promoting and co-ordinating additional services beyond the standard Careline service.

12. Contract Compliance and Monitoring Officer

On the 3 July 2012, the Executive received a report detailing the need to increase the hours of the Contract Compliance and Monitoring Officer from a part-time post to a full-time post. It is proposed to fund this from savings achieved on ground maintenance work. The Executive is now asked formally to approve the use of this saving to cover the £11,600 extra staff cost by means of a virement from Grounds Maintenance to Staffing.

13. Earmarked Contingencies

In addition to the supplementary estimates listed above, the Executive has earmarked a number of contingencies during the Budget Management process. An indication the latest position on each is given below:

	Approved	Spent	Expected spend	Balance
	£	£	£	£
Weyhill Car Park	21,500	1,500	1,500	20,000
Planning Fee Income	30,000		10,000	20,000

Weyhill Consultation is now complete - £20,000 relates to a possible public enquiry. Any money not spent will form part of the Working Balance at the year-end.

14. Supplementary Estimates

The following approvals have been made:

	Approval	Likely cost	
	£	£	
Employment tribunal	20,000	11,188	Executive 29 May 2012
Fraud/Inspection Officer post	15,000	0	Executive 02 October 2012
Undershaw Hotel - claimant costs	20,000	20,000	Executive 06 November 2012
Undershaw Hotel - legal fees	10,000	10,000	Executive 06 November 2012
Herons Leisure Centre - consultation	20,000	20,000	Executive 06 November 2012

Use of Balances

15. No use of the General Fund working balance is planned in 2012-13, however revenue carry forwards from 2011-12 of £49,400 and the Supplementary Estimates detailed in paragraph 15 are to be met from the General Fund working balance.

Capital Programme

16. The detailed monitoring report for the General Fund Capital Programme is attached at Annexe 2.

The capital monitoring position at the end of November shows a forecast net saving of £211,000 from the approved budget. Further savings and slippage in the region of £1m on the Leisure Centre Strategy projects will be carried forward to 2013-14, when it is desired that the Herons Refurbishment project be undertaken. There is also slippage of £342,000 due to a delay in the refurbishment of Weyhill car park to allow time for full consultation.

17. Car Park Sidem Software Upgrade £9,000

A detailed project justification report is included at Annexe 2. It is proposed that the project be brought forward to the current year, with the cost being met from the overall capital savings reported.

18. Local Land Charges Computer System

There is an urgent requirement for a replacement Local Land Charge computer system following phasing out of Lotus Notes. Full details of the proposals are included at Annexe 2. The estimated cost is £30,000, which can be met from the additional Land Charge income as reported at Annexe 1.

19. Low Energy Car Park lighting

A full project justification report is included at Annexe 2.

This project is to replace the existing lighting at:

- Village Way Car Park – Cranleigh
- Chestnut Avenue Car Park - Haslemere

with energy efficient LED luminaires costing £17,000, which will create a saving in running and maintenance costs.

A proposal of making efficiency improvements to lighting at a number of car parks has been included in the draft 2013-14 Capital Programme. However, there is a current need for maintenance at the above two sites due to luminaire failures and damage to fittings. Therefore, it is proposed to bring forward the improvement scheme for these two sites to 2012-13, so saving this maintenance spend which would cost in the region of £2,000.

The annual savings that will be achieved from these two sites are predicted to be £2,800 from electricity and maintenance costs.

Taking into account the maintenance saving of £2,000, this is equivalent to a payback period of five years.

Housing Revenue Account (HRA)

20. The projected main variances from the Budget as at the end of November are detailed in the schedule at Annexe 3. There has been a minor improvement of £19,000 compared with the £1,772,800 reported last month. The overall projected underspend is £1,791,800.

HRA Staff Vacancy Target Reductions

21. There is a vacancy savings target of £78,000 for the HRA. In order to maintain the service level during the transitional period to the new structure, a number of vacancies were covered by agency staff and temporary contracts. In addition, the HRA funded the cost of three staff members in the Waverley Families project pilot and the cost of backfilling these posts in the HRA team. In approving the housing restructure the Council resolved that the one-off estimated costs of £106,000 (actual £84,000) be met from the 2012-13 salary budget, adding to the savings target.

A combination of all these factors has placed the salary budget under pressure. The latest projection for the year is for vacancy savings of £116,000 (including Waverley Families staffing costs after October 2012). This exceeds the original savings target but still leaves a shortfall of £46,000 against the revised savings target of £162,000:

Housing Savings	Vacancy	Summary
		£
Original Target		78,000
Redundancy Payments		84,000
Adjusted Target		162,000
Forecast Savings		116,000
Potential shortfall from Target		46,000

Cyclical Servicing

22. Virement of £50,000 is being requested from the budget for Repairs Day to Day CO2 detectors to Cyclical Servicing Gas, as CHS (the contractors) are installing/maintaining the detectors as part of the contract agreement when they are servicing or replacing a boiler. This transfer will allow the budget to reflect expenditure.

HRA Capital Programme

23. The monitoring report and a summary of Decent Homes backlog works completed to date is shown in Annexe 4. Work is continuing on implementing the Programme.
24. Issues identified within sheltered housing schemes have highlighted the need for urgent compliance works. Permission has been sought to increase the current budget of £10,000 for Fire Safety Upgrades to £30,000 to enable all identified works to be carried out this year. This will be met from the underspend of £200,000 on Structural Works forecast for 2012-13.

Revenues Cash Collection

National Non-Domestic Rates

25. The collection rate to 30 November 2012 is 79.3%, compared with 77.8% last year.

Council Tax

26. The collection rate to 30 November 2012 is 79.0%, compared with 78.8% last year.

Conclusion

The overall General Fund position remains comfortably within budget, with the small decline in the previous report reversed by an improvement of £88,000 in this report. The Housing Revenue Account remains in a strong position. The Budget will continue to be closely managed, with income trends examined in detail.

Recommendations

It is recommended that the Executive:

1. approve supplementary estimates amounting to £21,000 to cover the payment of planning appeal costs awarded against WBC as detailed in paragraph 7 and annexe 5;
2. approve the bringing forward to the 2012-13 Capital Programme of the Car Park Sidem upgrade software, as detailed at paragraph 17, in the sum of £9,000 to be met from identified capital savings;
3. approve the purchase of a replacement Local Land Charge System as set out in paragraph 18 up to a maximum cost of £30,250 to be met from savings/additional income identified within the Local Land Charge service, with the choice of system to be agreed by the Deputy Chief Executive in consultation with the Portfolio Holder for Information Technology;
4. approve the bringing forward to the 2012-13 Capital Programme of the Car Park Low Energy Lighting Invest-to-Save scheme, as detailed in paragraph 19, to be met from identified capital savings;
5. approve the use of the Preventative Technology Grant of £18,000 to be spent on careline staffing as detailed in paragraph 11;
6. approve the virement at paragraph 12 funding the Contract Compliance and Monitoring Officer post becoming full-time; and
7. approve the virement within the HRA at paragraph 22 of £50,000 from the budget for 'Repairs Day to Day CO2 detectors' to 'Cyclical Servicing Gas'

Background Papers (Deputy Chief Executive)

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

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Annexe 1

**GENERAL FUND - 2012-13 Major Variations to Budget
April to Mid November 2012**

	July		August		September		October		November		Reason (changes - up, ▼ down, — no change)
	£		£		£		£		£		
Additional Expenditure											
Museum of Farnham	10,000		10,000		10,000		10,000		10,000		— Service Level agreement, start up costs and building maintenance (£35k staff savings in salaries monitoring)
Office Expenses	12,000		12,000		12,000		12,000		12,000		— Postages - £10k increase in mail costs, £2k increased rent replacement franking machine
Refuse Collection	67,000		67,000		67,000		67,000		67,000		— Collection of food waste weekly - half with refuse
Waste Recycling	117,000		117,000		117,000		117,000		117,000		— Mobilisation (start-up) costs
Waste Recycling	28,000		28,000		28,000		28,000		28,000		— Additional contract costs
Community Development			10,000		10,000		10,000		10,000		— £10k contribution paid to Godalming Town Council (GTC) for Town Centre manager
Community Development			5,000		5,000		5,000		5,000		— M3 LEP
Development Control			20,000		20,000		20,000		20,000		— Undershaw Hotel claimants costs (Supplementary estimate approved)
Development Control			10,000		10,000		10,000		10,000		— Legal fees from Undershaw Hotel Hindhead Judicial Review (Supplementary estimate approved)
Development Control			15,000		15,000		15,000		15,000		— Projected overspend on specialist consultants to advise on technical aspects of planning applications - virement requested from overall underspend.
Waverley Training Services			80,000		80,000		80,000		80,000		— Additional Staffing to achieve additional income
Loss in Income											
Animal Control			15,000		15,000		15,000		15,000		— Net forecast under achievement of income due to wet summer
Car Parks	20,000		15,000		15,000		35,000		45,000		▲ Shortfall of income
Development Control	0		15,000		15,000		40,000		30,000		Declining trend in recent months offset by fee increase from 22.11.12
Supporting People					50,000		50,000		50,000		— Grant reduction - confirmed - partly offset by sheltered housing staff reductions - included in staff budget monitoring
Building Control	20,000		50,000		26,000		26,000		26,000		— Shortfall in income and the budgeted secondment to Mole Valley BC did not go ahead as planned. Some income has been achieved from Decent Homes work for HRA. However, significant savings have been made in the staffing budget, which will be reflected in reduced recharges to Building Control at year end. These savings are initially accounted for as part of the staff savings figures for the year.
Sub-Total	274,000		314,000		495,000		540,000		540,000		

Annexe 1

GENERAL FUND - 2012-13 Major Variations to Budget April to Mid November 2012

	July	August	September	October	November	Reason (changes - up, ▼ down, — no change)
Additional Income						
Interest	(140,000)	(140,000)	(140,000)	(140,000)	(140,000)	— Additional interest generated on internal £5m GF loan to HRA to reduce external borrowing for self-financing
Car Parks	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	— Payment received for High Street, Haslemere agreement
Land Charges	(80,000)	(180,000)	(180,000)	(180,000)	(180,000)	— Net anticipated additional income
Waste Recycling	(67,000)	(67,000)	(67,000)	(67,000)	(67,000)	— Collection of food waste weekly - half with Refuse
Waste Recycling	(120,000)	(120,000)	(85,000)	(85,000)	(85,000)	— Additional Recycling Credit from improved volumes
Waste Recycling			(5,000)	(5,000)	(5,000)	— Fees and Charges - Green Waste
Waverley Training Services			(80,000)	(80,000)	(80,000)	— Additional income - to be used to meet additional staffing
Legal Fees					(10,000)	▲ Additional anticipated Income
Savings						
Inflation Provision			(77,000)	(77,000)	(77,000)	— Unallocated balance - all major inflation items identified
Street Cleaning			(60,000)	(60,000)	(60,000)	— Agreed enhancement to contract will not commence until January
Godalming Leisure Centre	(48,000)	(48,000)	(61,500)	(61,500)	(61,500)	— Arising from early opening
Leisure Centres					(27,150)	▲ Savings on excess energy provision 2011/12
Audit					(30,000)	▲ Grant Thornton estimated saving for external audit fees
Other Planning Services					(15,000)	▲ Local Development Framework underspend
Sub-Total	(473,000)	(573,000)	(773,500)	(773,500)	(855,650)	
Net Major Variations	(199,000)	(259,000)	(278,500)	(233,500)	(315,650)	
Net Other Variations	(280)	(280)	7,240	7,240	1,650	
Overspend / (Underspend)	(£199,280)	(£259,280)	(£271,260)	(£226,260)	(£314,000)	
Approvals:						
Air Quality Posts		£10,000	£10,000	£10,000	£10,000	— Executive 2/10/12 - virement to cover additional staffing
Weyhill Car Park		£21,500	£21,500	£21,500	£21,500	— Executive 2/10/12 - £1,500 approved, £20k earmarked
Planning Fee Income		£30,000	£30,000	£30,000	£30,000	— Executive 2/10/12 - earmarked as provision against future loss
Balance of Underspend		(£197,780)	(£209,760)	(£164,760)	(£252,500)	

PROJECT MONITORING GROUP- GENERAL FUND

PROJECT TITLE	1 WBC FUNDING 2012/13 £	2 EXTERNAL FUNDING 2012/13 £	3 Approved Changes £	Funding Sources of Approved Changes	4 TOTAL PROGRAMME £	5 PAYMENTS to end of November 2013 £	6 Committed £	6 Payments & Committed to date £	6 FINANCIAL REMARKS	7 Projected 2012/13 Spillage £	8 Slippage from 2013/14 £
PLANNING SERVICES											
K1457 The Castle Steps (S106)		12,500			12,500	0		0	£12,500 funding from PIC monies approved. Farnham castle leading project. Works to start in Spring and complete Summer 2013.		
K1457 Bench at Cranleigh (S106)		580			580	580	0	580	Complete.		
COMMUNITY SERVICES											
K1110 Central Communications - Caroline	30,000				30,000	2,561	2,561	30,178	Project on programme		
K1111 Day Centres	10,000				10,000	3,005	3,005	10,000	Complete, waiting for invoices.		
Leisure Strategy											
K1310 Farnham Sports Centre			6,500	*	6,500	0		0	£6,500 held back until small defect items are dealt with. Will be spent this financial year.		
K1311 Godalming Leisure Centre	1,850,000	18,780	1,047,584	*	2,916,364	2,090,022	11,126	2,110,153	Opened 30th July 2012. Works on car park began early October. to finish by end of November 2012. Spillage including contingency should exceed £400,000	400,000	
K1330 The Herons Leisure Centre	700,000		20,000	*	720,000	2,555	60,000	62,555	Budget for surveys and initial consultation. £20,000 supplementary estimate approved by the Executive 09/11/12.	660,000	
Sports Centres											
K1307 Client Rolling Programme	56,000			*	56,000	16,471		16,471	Project on programme, commitments on work soon after Christmas.		
K1319 Central Communications - Contingency	25,000		15,610	*	40,610	18	0	189	No further demands on budget at the moment.	40,421	
K1302 Client Rolling Programme - The Herons		80,000	60,000	*	140,000	0		0	Will be spent on necessary health & safety works, rest to be allocated to refurbishment.		
K1458 Spinning Bikes (S106)		1,500		*	1,500	0	1,500	1,500	£1,500 funding from PIC monies approved. Waiting for invoice.		
Countryside											
K1375 Lammas Land Fencing	3,000			*	3,927	927	3,000	3,927	£927 grant to be received. Works completed, waiting for invoice.		
K1377 Wood Fuel Boiler	12,000			*	12,000	4,236	4,236	9,086	Wood burner installed, waiting for invoices		
K1378 Reine Frensham Dam Stew Pond Culvert	20,000			*	20,000	0	750	750	Reinforcing culvert is delayed due to technical difficulties, currently seeking advice on the best solution.		
Arts											
K1300 Farnham Maltings Brick Restoration	35,000		4,600	#	35,000	18,496	16,502	35,000	Works carried out. Waiting for final grant claim.		
K1330 Memorial Hall high level heater modifications					4,600	3,114	1,514	4,628	Complete. Waiting for invoices.		
Recreation											
K1343 Pavilions-Capital Works	30,000				30,000	28,135	2,924	41,059	Complete.		
K1344 Recreational Facilities for Young People	50,000	60,000			110,000	2,403	50	2,453	Budget for Farnham skate park - at consultation stage, unlikely to spend full budget in year. Decision on funding from SITA due in March.	50,000	
K1345 Playground Replacement	194,000	64,884			258,884	70,404	17,187	27,601	Tenders out and works to be completed June 2013. Extra £34k S106 funding approved.		
K1346 Philips Memorial Garden Improvement Programme	14,670	29,430	99,100	*	143,200	8,796	60,000	68,796	Cloister works complete, waiting for final invoice. Other works to be carried out over winter.	50,000	
K1355 Parks Infrastructure works and DDA improvements	60,000				60,000	50,920	9,000	59,920	Waiting for invoices.		
K1349 Parks Signage	10,000				10,000	805	6,629	7,534	Obtaining quotes. Broadwater park to look for Green flag accreditation which may require new signage.		
K1360 Recreation Ground Improvements	35,000				35,000	2,556	1,188	13,785	Have placed some orders.		
K1363 Bruce MacKenzie Memorial Field (S106)	4,448				4,448	4,448	0	4,448	Complete. Looking to fund overspend from S106.		
K1366 Playing Pitch Strategy (S106)	9,923				9,923	10,623	3,612	14,235	Complete. Looking to fund overspend from S106.		
ENVIRONMENTAL SERVICES											
Public Conveniences											
K1320 Rolling Programme	10,000	(6,000)			4,000	2,073		2,078	Cranleigh PC has transferred. Rest of budget held for works relating to possible Tilford PC transfer to Tilford Institute.		
Environmental Health											
K1309 Tackling Fuel Poverty in Weaverley	20,000				20,000	10,317	5,000	15,177	Reactive programme. Works at two park homes completed.		
K1308 Air Quality Monitoring	14,000				14,000	14,000	14,000	14,000	Funded from DEFRA grant received in 2011/12 and held in working balance.		
K1307 Contaminated Land	20,000				20,000	3,521	15,900	19,421	Indicative programme as dependent on Weaverley results. New contaminated land strategy approved.		

PROJECT TITLE	1 WPC FUNDING 2012/13	2 EXTERNAL FUNDING 2012/13	3 Approved Changes	4 TOTAL PROGRAMME	5 PAYMENTS to date of 31/03/12	6 Committed	6 Payments & Committed to date	7 Projected 2012/13 SAVINGS	8 Slippage into 2013/14
Refuse Collection									
K1201 Upgrade Recycling Bins/Slides	6,000			6,000	24,124	198	5,351	649	
K1205 Street Litter Bins	12,540			12,540	10,260		10,260		
K1204 Contract Mobilisation		7,616	110,000	117,616	122,145		122,145		
Car Parks									
K1200 Rolling Programme	35,000			35,000	17,931	8,617	26,548		
K1201 Parking Equipment Replacement	24,000			24,000	14,400	19,937	24,431		
K1203 Tanners Lane	30,000			30,000	8,082	0	6,082	23,918	
K1204 Weydown Road - CCTV	20,000			20,000	0	0	0	8,000	
K1205 North Street, Farncombe - resurfacing and drainage	20,000			20,000	19,892	0	17,962	77,000	
K1206 Village Way Extension	30,000			30,000	77,000	0	77,000	7,000	
K1207 Meadow - Resurfacing	30,000			30,000	2,000	0	21,603	7,000	
K1202 Weyhill car park - refurbishment	342,000		1,500	343,500	652	1,500	2,352		342,000
HOUSING									
K1100 Renovation Grants	248,000	252,000		500,000	506,327	100,000	408,587	50,000	
K1101 Disabled Facilities		8,304		8,304	0	0	0		
K1100 Private Sector Renewals									
SPECIAL PROJECTS									
K1051 Riverside	234,000		188,000	432,000	0	0	0		
CUSTOMER, IT AND OFFICE SERVICES									
Miscellaneous Properties	132,000			132,000	51,073	19,384	70,457		
K1112 Development/Consultancy - Brightwells	100,000			100,000	0	0	0	(50,000)	
K1102 CPO - Provision for Public Equality Costs									
Central Offices	100,000	10,350		110,350	32,868	5,598	38,466		
K1001 Improved Working Environment									
Disability Discrimination Act Compliance	10,000			10,000	0	0	0		
K1002 DQA Compliance Works Provision									
ICT Infrastructure Rolling Programme	10,000	2,007		12,007	3,407	0	3,407		
K1001 Forward Programme/Legislative Changes	25,000			25,000	25,878	180	28,036		
K1003 Desktop/Server Upgrades	25,000			25,000	35,171		38,171	(13,171)	
K1003 Microsoft Office Enterprise Agreement									
System Migration Upgrade	20,000			20,000	15,545	883	15,545		
K1008 Louis Upgrade			15,520	15,520	9,818		10,689		
K1070 Legal case management & time recording system									
Information Management									
K1004 Network Upgrades & Flexible Working	10,000			10,000	2,589	0	2,589		
K1004 Records Scanning	20,000			20,000	1,750	0	1,750		
K1004 SAN replacement	50,000			50,000	0	0	0	50,000	
K1004 Shared Services & Hosting	10,000			10,000	1,924	0	984	10,000	
K1004 Citica Document Management	20,000			20,000	10,675	1,180	11,805		
K1004 Citica Access for Planning Documents		6,500		6,500	3,500	3,000	6,500		
K1004 Replacement Telephone system	250,000			250,000	87,188	120,000	187,188		
K1004 Scanning & Workflow - Environmental Health		35,240		35,240	15,278	3,135	18,413		
K1004 HR/Payroll system		2,900		2,900	725		725		
K1006 Environmental Services contact manager					5,300		5,300		
K1004 Enhancement of MS Licensing system		8,750		8,750	3,048		8,040		
K1004 Consultation Portal Software					9,750		9,750		
K1004 Website day checker						1,700	1,700		

6
FINANCIAL REMARKS

PROJECT TITLE	1 WBC FUNDING 2012/13	2 EXTERNAL FUNDING 2012/13	3 Approved Changes	4 TOTAL PROGRAMME	5 PAYMENTS to end of November 2012	6 Committed	6 Payments & Committed to date	7 Projected 2012/13 Savings	8 Slippage into 2013/14
ORGANISATIONAL DEVELOPMENT									
10271 Backstage	15,000			15,000	0	0	0		
10272 Jadu Mobile Web Platform	5,000			5,000	5,388	5,388	5,388	(388)	
PARTNERSHIP FUNDING									
			9,000	9,000	9,000	9,000	9,000		
PROVISION FOR EMERGENCY SCHEMES	150,000			121,480					
Total Project Expenditure	£5,215,210	£587,479	(28,520)	£7,407,739	£3,156,799	£533,946	£3,690,745	£211,148	£1,692,000
Capital Project Programme	4,882,210	471,580	1,419,434	6,573,234	2,879,405	458,012	3,335,417	207,281	£1,552,000
Revenue Project Programme	533,000	115,899	185,610	834,509	277,394	77,934	355,328	25,867	140,000
Total Project Programme	£5,215,210	£587,479	£1,605,044	£7,407,739	£3,156,799	£533,946	£3,690,745	£211,148	£1,692,000

Key to Funding Source
 * Slippage from 2011/12
 # Funded from Provision for Emergency Schemes
 ~ Funded from elsewhere

Project Justification Form

Project: Upgrade Si Dem Software to OCM standard package to provide a one stop access point for penalty charge recipients.

Service: Environmental Services (Parking Services)

Officer Responsible for Project:
Margaret Jerome

Identification of Need:

This is a 'channel shift' project, intended to allow a customer using the web to view the photographic evidence relating to their parking fine and choose whether to pay or challenge the penalty charge. This is all done from one screen providing a much improved customer service- and reducing the need for customers to contact Officers by telephone, email or letter.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

This will help to achieve a paperless office, and is also likely to reduce the level of calls and written correspondence with the Parking office.

This project contributes to the Council's Value for Money priority by ensuring notice processing is dealt with efficiently and effectively. It improves transparency.

Cross Reference to Service Plan:

Service Plan 2012/13- ES 5- Maximise the effectiveness of the Council's Car Park portfolio, ensuring all sites are fit for purpose

Progress to date (including position regarding planning permission):

Quotes obtained and proposals discussed with IT

Will the Corporate Project Management Toolkit be used? Yes / No
If no, how will the project be managed?

Yes

Key Project target dates and milestones:

Preliminary research has been carried out, options considered and costs obtained. There is currently not a project timetable, but this IT project could be delivered quickly following the allocation of a budget.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
OCM Standard package	9k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	9k			
S106				
External Funding (specify) -				
Total Funding	9k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs	1,800	Ongoing annual		
Less				
Revenue income				
Estimated annual revenue effect				

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost			
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

Efficiency gains from removal of scanning and indexing, and the promotion of a 'self service' model, are likely to result in (as yet unquantifiable) downstream staff savings, alongside improved customer service and more efficient and effective notice processing.

Identify any risks which may effect the project:

N/A

Environmental Impact, including Carbon Implications:	
N/A	
Equality impact assessment carried out? Yes / No / N/A	
N/A	
How will the project be procured?	
Purchased direct from the only supplier	
Is there scope for sharing/joint work? Yes	
Completed by: Rob Anderton/Margaret Jerome	Date: 28 November2012

Project Justification Form

Project: Local Land Charges Computer System

Service: Democratic & Legal Services

Officer Responsible for Project: Daniel Bainbridge / Lorraine Parsons

Identification of Need: The Local Land Charges Service has since 2003 used an in-house built Lotus Notes system. As a result of the phasing-out of Lotus Notes, the existing system will no longer be supported after September 2012 and there is an urgent need to replace it.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

- (1) The new system would drive efficiencies by providing a more streamlined electronic service that provides better value for money for the Council's customers by delivering against agreed target turnaround times and minimising delays which could hold up purchases of properties in the Borough.
- (2) The end product is better presented and provides a more professional and easily understood search result for solicitors and our customers trying to move into the Borough.
- (3) The solution should enable searches to be automatically downloaded and not need to be printed out supporting the Corporate desire to move towards a paperless office and again provide greater value for money by reducing spend on stationary.

Cross Reference to Service Plan:

The 2012/13 Democratic & Legal Services Service Plan requires the Borough Solicitor to support major corporate projects and monitor the position of Local Land Charges.

Progress to date (including position regarding planning permission):

Initial demonstrations of some potential solutions have been considered as has the option of an in-house solution. Indicative costs have been included.

Will the Corporate Project Management Toolkit be used?

Yes.

Key Project target dates and milestones:

Three months between contract signature and system going live.

Borough Solicitor target date for 'go live' on 1 June 2013.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs – Cost of Licences	6,250			6,250
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) – Implementation costs (installation, configuration, training)	24,000			24,000
Total Capital Cost				30,250

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	30,250			
S106				
External Funding (specify) -				
Total Funding				30,250

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) – Annual licence and support costs		3,125	3,125	6,250
Total Revenue Costs				
Less				
Revenue income				
Estimated annual revenue effect		3,125	3,125	6,250

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Saving on Capital	%
Capital Cost	30250		
Forecast Savings		Payback	Years

Identify any efficiency gains resulting from the project:

- (1) Easier to monitor the progress of searches, train new starters, and provide a smooth prompt service.
- (2) A more automated process for downloading NLIS searches and frees up more time for team members to concentrate on other functions of the service.
- (3) There will be reduced demand on paper and therefore reduced expenditure on printing.
- (4) A reduction in printing will also assist in freeing up further time for team members.

Identify any risks which may affect the project: The existing Waverley Borough Council system will have to run alongside the new system initially to enable a smooth transition but this should not present any risks to the service.

Environmental Impact, including Carbon Implications: The selected system should result in a reduction in the demand on paper printing.

Equality impact assessment carried out? N/A

How will the project be procured?

Potential solutions will be considered taking into account:

- (1) a technical fit with our existing systems
- (2) Shares database with current systems
- (3) Potential to integrate with Planning and Building Control in the future. This could provide a fully automated system with potential to reduce staffing costs
- (4) Integration with the Land and Property Gazetteer for addresses.

Is there scope for sharing/joint work?

Possibly; depending on the solution selected

Completed by: Lorraine Parsons

Date: 20/12/2012

Project Justification Form

Project: Lighting efficiency and carbon improvements in:

- Village Way Car Park
- Chestnut Avenue Car Park

Service: Parking Services and Sustainability

Officer Responsible for Project:

Fotini Kallipoliti
Margaret Jerome

Identification of Need:

This project is to replace the existing lighting at:

- Village Way Car Park – Cranleigh and
- Chestnut Avenue Car Park- Haslemere

with energy efficient LED luminaires that will save money in running and maintenance costs.

A Car Park lighting upgrade and replacement programme is being included in the draft 2013/14 capital programme for five car parks however an opportunity has been identified to bring forward the works on two of the sites.

There is currently a need for maintenance in both sites due to luminaire failures and damage to fittings that will require some expenditure. In order to avoid wasted cost on replacing now what are soon-to-be placed light fittings, it is proposed to bring forward the scheme for two sites.

If the scheme was not to be brought forward there is an urgent need in the current year to spend approximately £2k on lighting repairs. This money would be saved if the proposed scheme is brought forward.

This is an ideal opportunity to making efficiency improvements, as well as improving lighting levels and enhancing the appearance and safety of the two car parks.

Demonstrate how this scheme would help achieve the Corporate Strategy objectives:

The project will contribute towards the Councils 'Value for Money' priority, as it will save money through reduced energy bills and less frequent maintenance. It will also reduce Carbon emission under the Carbon Management Plan CMP, therefore contributing towards the achievement of the Council's 'Environment' priority.

LED's are the most efficient type of lighting that not only offer up to 50% reduction in energy but also have a life expectancy four times longer than conventional lighting.

This project will enhance the appearance of the car parks and maintain safety.

Cross Reference to Service Plan:

Reducing carbon emissions under the Carbon Management Plan target in the Sustainability Service plan.

Environmental Services Service Plan 2011/12- ES 5- Maximise the effectiveness of the Council's Car Park portfolio, ensuring all sites are fit for purpose.

Progress to date (including position regarding planning permission):

Extensive work has taken place to consolidate the use of electricity at Waverley's car parks. There is now an up to date inventory available which makes billing more accurate as almost all of the car parks are on unmetered electricity supply. Any efficiency savings will now be easily reflected in the bills.

Over the last few months a number of different lighting options have been examined and quotes have been obtained for LED and non LED options. Rather than looking at this project as an energy saving project alone, it is important to have a holistic approach and ensure that sites comply with current lighting standard regulations.

There are no planning permission issues however planning will be aware of the projects for information.

Will the Corporate Project Management Toolkit be used? Yes / No

If no, how will the project be managed?

Yes

Key Project target dates and milestones:

Once funding is secured, more detailed feasibility studies will be carried out, products will be selected.

It is hoped that the project will be completed by June 2013.

Capital cost (across years):

	Year 1 £	Year 2 £	Year 3 £	Total £
Land				
Contract Costs				
Fees				
Vehicles, Plant and Equipment				
Contingency				
Other (specify) -				
Replacement of lighting luminaires including installation	17k			
	17k			

How capital cost will be funded:

	Year 1 £	Year 2 £	Year 3 £	Total £
WBC Capital	17k			
S106				
External Funding (specify) -				
Total Funding	17k			

Ongoing Revenue Cost and/or savings (Invest to Save):

	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing				
Other costs (specify) -				
Total Revenue Costs				
Maintenance contract	0	0	0	0
Less				
Maintenance/Replacement savings	£1,500	£1,500	£1,500	£4,500
Total savings in electricity costs	£1,300	£1,300	£1,300	£3,900
Estimated annual revenue effect	£2,800	£2,800	£2,800	£8,400

Return on Capital and Payback (if appropriate):

	£		
Forecast Returns		Return on Capital	%
Capital Cost	17k (15k net)		
Forecast Savings	£2,800	Payback	5 Years

The payback period on the net initial cost of £15,000 is five years. In practice savings on energy costs are likely to increase due to the effect of inflation.

Identify any efficiency gains resulting from the project:

The average annual cost of luminaire maintenance/replacement per car park is approximately £400. This cost will vary in each car park depending on fitting type.

LED's come with a warranty of minimum of 3 years and up to 10 years (depending on the manufacturer). This means there will be no maintenance costs for those sites during that time. Current conventional fittings would have one year warranty.

LED luminaires have a life expectancy of 50,000hours (12 years) against 15,000hours (3.5 years) that current light fittings have. This will make savings over the life of the luminaires. The current luminaires would need to have some parts replaced at least three times during that same period of time costing/saving 18k over 12 years(average £1,500pa)

The tables below show key features and differences of the lighting schemes for each car park.

<u>Village Way</u> 21 Units	Indicative Cost (unit incl. installation)	Annual Energy Savings	Warranty	Life Expectancy (at current use)	Part replacement costs	Maintenance cost over 12 years
Current luminaires	£420	£0	1-2 years	3-5 years	£200	£12,600
LED Luminaires	£520	£1075	10 years	12 years	£0	£0

<u>Chestnut Avenue</u> 12 Units	Indicative Cost (unit incl. installation)	Annual Energy Savings	Warranty	Life Expectancy (at current use)	Part replacement costs	Maintenance cost over 12 years
Current luminaires	£370	£0	1-2 years	3-5 years	£150	£5,400
LED Luminaires	£470	£225	10 years	12 years	£0	£0

The costs indicated above do not take into account the "call out" costs for replacing individual fittings on an ad hoc basis. This will increase savings.

Identify any risks which may effect the project:

There is a risk that the current lighting levels may not comply with current standards and more luminaires may need to be installed. This will increase the capital cost and reduce the payback.

Environmental Impact, including Carbon Implications:

This project will save 4 tonnes of carbon every year contributing to Waverley's 25% reduction target under CMP.

Equality impact assessment carried out? N/A

How will the project be procured?

Three quotes have been sought for each purchase. There may be need to use more than one supplier due to the difference in application needs of each of the 5 sites.

Is there scope for sharing/joint work? No

Joint working was investigated with Surrey County Council and Epsom and Ewell BC, who are both currently doing lighting projects, however there is a big difference in the specification of each of the projects, meaning that bulk purchase is not practical.

Completed by: Fotini Kallipoliti

Date: 27st November 2012



Annexe 3

HOUSING REVENUE ACCOUNT - 2012-13 Major Variations to Budget						
April to November 2012						
	July	August	September	October	November	Reason
	£	£	£	£	£	
Additional Expenditure						
Council Tax on Empty Properties	38,000	38,000	38,000	38,000	38,000	Charges for 2012-13 in excess of £50k budget. Some refunds will be due for properties disposed before end of year.
Property Insurance		5,700	5,700	5,700	5,700	Estimate based on previous actual
Maintenance Consultancy		1,500	1,500	1,500	1,500	Specialist advice taken re Gas Contract. Cover overspend from General Management consultancy
Sheltered Schemes					20,000	Riverside replacement carpets see Oct Report
Loss In Income						
Dwelling rents and service charges	80,000	90,000	90,000	90,000	90,000	Potential shortfall based on 22 weeks debit. This reduction is partly due to the early completion of decommissioning Wey Court.
Court Costs reimbursed			26,000	26,000	26,000	Court costs are the last call on the repayments, at September £1,800.
Overspends	118,000	135,200	161,200	161,200	181,200	
Savings						
Capital Financing Costs	(1,942,000)	(1,942,000)	(1,942,000)	(1,942,000)	(1,942,000)	Costs in approved budget were much higher than final approved business plan. Funds will be transferred to Affordable housing/stock improvement reserves.
Sewerage collection			(10,000)	(10,000)	(10,000)	Spend to save investment which has resulted in fewer collections required.
Additional Income						
Interest receivable	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	The HRA will have higher balances in the short/medium term that will generate more investment income
Water Rates Commission		(7,000)	(7,000)	(7,000)	(7,000)	Commission based on value of water rate debit
Underspends	(2,002,000)	(2,009,000)	(2,019,000)	(2,019,000)	(2,019,000)	
Net Major Variations	(1,884,000)	(1,873,800)	(1,857,800)	(1,857,800)	(1,837,800)	
Possible staff budget overspend		90,000	47,000	85,000	46,000	see HRA paragraph
Overspend/ (Underspend)	(£1,884,000)	(£1,783,800)	(£1,810,800)	(£1,772,800)	(£1,791,800)	



ANNEXE 4

PROJECT MONITORING GROUP - HOUSING REVENUE ACCOUNT

PROJECT TITLE	1 Backlog FUNDING 2012/13 £	2 DHS (refiling) FUNDING 2012/13 £	3 Approved Changes £	4 Reprogrammed to CHIT £	TOTAL PROGRAMME £	Anticipated Properties	Actual No Properties to date November	Average Budgeted Cost	Estimated No of Monthly Properties	September	October	November	PAIDMENTS to date £	Commitment	Applications received not paid	Variance Subsidiary	
DHS WORKS																	
Kitchens (Mears)	1,003,040	185,680	200,000		1,388,720	350	224	4,000	32	45,716	0	136,133	157,515	1,479,000	182,761	(1,291,483)	
Bathrooms (Mears)	753,960	93,320	50,000	(300,000)	597,280	300	152	2,000	27	4,266	0	19,623	102,686	689,628	84,809	(479,936)	
Heating (Mears & CHS)	750,000	341,000			1,091,000	461	249	2,400	42	147,915	247,677	75,843	740,910	1,268,281	0	(1,268,281)	
Windows (Dorwin)	0	172,500			172,500	69	0	2,500	12	0	0	0	0	0	0	0	172,500
Doors (Dorwin)	0	140,000			140,000	172	0	800	20	0	0	0	0	0	0	0	91,333
Rewiring (T Brown)	217,000	160,000		(100,000)	277,000	175	34	1,600	16	0	0	0	2,700	123,070	0	58,897	
Roofs (Mears)	193,000	558,000			751,000	100	36	7,500	17	171,548	111,887	0	382,007	256,526	99,474	(231,340)	
Walls/Chimneys and Other (Mears)	224,000	60,000		(125,000)	159,000	40	0	4,000	7	0	0	0	0	150,000	0	(48,000)	
Overhead and profit (Mears)	328,000	52,000			380,000					31,776	20,410		55,235	20,409		76,889	
Total BacklogDH funding	3,469,000	1,762,500	250,000	(525,000)	4,956,500					401,222	379,974	231,600	3,942,953	3,988,944	360,044	(2,965,979)	
OTHER CAPITAL WORKS																	
Fire Safety Upgrades	10,000				10,000	20		500									6,667
Door Upgrades (Dorwin)	242,120				242,120	298	219	812		87,356	96,525		122,058	300,000		(167,875)	
Window Upgrades (Dorwin)	745,000		660,246		1,405,246	298	204	4,716		120,633	139,291		455,707	407,000		(78,707)	
Sheltered Main Entrance Door Renewal	30,000				30,000	2		15,000			0						20,000
Soffit / Facia and Gutter Replacement	205,000			(50,000)	155,000			385		21,009	0		11,934	31,617		23,115	
Asbestos Removal (Aspect)	250,000			(150,000)	100,000	260		1,000		787	51,333		4,385	168,691	23,653	51,482	
Water Supply	40,000		65,000		550,000	40	5						122,841			22,281	
Aids and Adaptations (Mears)	465,000		150,000		160,000					3,565	108,554		112,019			(5,952)	
Warden Call System 1104K611CS	10,000				25,000	15		1,667		13,841	0		13,841			2,166	
Garage Works	25,000				50,000	2		25,000		0	0					50,000	
Sheltered Unit Heating and Hot Water	30,000				0					0	0					0	
Thermal Insulation Upgrades	30,000			(20,000)	0					0	0					0	
Wash-hand basins	50,000			(50,000)	0					0	0					0	
Kitchen/bathroom layout alterations	500,000			(500,000)	0					0	0					0	
Structural Works/Major Void	1,000,000		20,000	(200,000)	820,000	105	12	9,524	8	66,325	94,239	11,525	257,434	342,875	14,145	(62,787)	
Energy Efficiency Initiatives (air source heat pump)	100,000			(80,000)	20,000	2		10,000		25,138	16,607		164,426			15,939	
Dwelling engagement (Walker)	0		180,000		180,000	0	1			0	0					(44,426)	
Community Rooms	10,000				10,000					0	0					6,667	
Unadopted Road and Paths and Culverts	50,000			(50,000)	0					0	0					0	
Sound insulation	50,000				50,000					0	4,247		11,160			12,159	
Lift Upgrading	30,000				30,000	2		15,000		0	0		19,974	19,974	5,992	(25,940)	
Professional Fees	200,000				200,000					0	0		6,424	56,837		(70,072)	
Salary Allocations	400,000				400,000									400,000		0	
Total/Other/Capital Spend	4,482,120		595,246	(1,000,000)	4,077,366					380,654	511,985	231,600	4,046,514	4,046,514	1,726,594	(570,897)	
Total Project Expenditure	8,951,120	1,762,500	1,345,246	(1,625,000)	9,433,866					739,875	891,155	433,125	8,346,567	8,346,567	5,719,908	(1,626,659)	



(i)Halcyon Waters, Wonersh

Planning application (WA/2010/1946) for “the retention of an extension to an existing island within the lake” was reported to the Eastern Area Planning Committee. Officers recommended approval but the Committee decided to refuse permission for the following reason:

“The proposal by virtue of its size, extent, form and appearance would fail to preserve the intrinsic character of the AGLV, would result in a material loss of openness to the Green Belt and cause harm to the setting of the lake which is a heritage feature contrary to Policies C1, C3 and HE10 of the Waverley Borough Local Plan 2002.”

An Enforcement Notice was served in relation to this development (EN/2011/00002) on 4th April. The appeal was allowed and the Notice quashed. Costs were awarded against the Council on two grounds:

- Unreasonable length of time given to allow a rectification of the breach by way of a Landscape Management Plan before the Notice was served;
- The Council’s reasoning against the island extension was “thin” and did not amount to a reasoned assessment as to why the Committee took a view contrary to the officers.

Costs were awarded against the Council amounting to £15,507.95

(ii)Land off Tongham Road, Runfold

Planning application WA/2011/1571 for “the use of land for the stationing of caravans for residential purposes for one gypsy pitch together with the formation of additional hard standing and a utility/dayroom ancillary to that use” was reported to the Western Area Planning Committee. Officers recommended approval but the committee decided to refuse permission for the following reason:

“The proposal conflicts with national, strategic and local planning policy advice regarding the Countryside beyond the Green Belt as set out in Policy C2 of the Waverley Local Plan 2002. Within this area the countryside is protected for its own sake and development in open countryside rural settlement is strictly controlled. The proposed development does not comply with the requirements of those policies by virtue of the proposed dayroom building which would be materially harmful to the Countryside beyond the Green Belt by virtue of its permanent form of construction”.

An appeal against the refusal was allowed and a partial award of costs awarded against the Council on the following grounds:

- The reason for refusal was vague; the actual harm caused by the permanent form of construction was not specified;

- There was no reasonable basis for the objection on grounds of the nomadic lifestyle of gypsies since the building is intended for long term occupation;
- No sustainable reason was given that a building of permanent construction would detract from the rural character more than a temporary building.

Costs were awarded against the Council amounting to £5,000.

The Halcyon Waters cost claim was scrutinised with a view to achieving a negotiated settlement. The Tongham Road claim was regarded as reasonable as submitted.

APPENDIX C

WAVERLEY BOROUGH COUNCIL

SPECIAL COMMUNITY O&S – 3 DECEMBER 2012

EXECUTIVE – 8 JANUARY 2013

SPECIAL COUNCIL – 22 JANUARY 2013

Title:

WAVERLEY CORE STRATEGY – SUBMISSION

[Portfolio Holder: Cllr Bryn Morgan]

[Wards Affected: All]

Summary and purpose:

This report provides an update on the progress with the Core Strategy and seeks approval to submit the Core Strategy for Examination.

How this report relates to the Council's Corporate Priorities:

The Core Strategy and its policies will have an important role in supporting and delivering Corporate Priorities, including protecting the environment and delivering affordable housing.

Equality and Diversity Implications:

The Core Strategy and its policies will have potential equality and diversity implications, for example, the delivery of affordable housing and other housing to meet the needs of particular groups.

Environment and Climate Change Implications:

The Core Strategy will have an important role in supporting and implementing the local level policies both in relation to mitigating the impacts of climate change and adapting to the effects of climate change. The Core Strategy also contains a number of high level policies that will support the protection of Waverley's environment.

Resource/Value for Money Implications:

The production of planning policy documents will continue to be managed within existing resources, including the occasional use of consultants to provide specialist support/evidence. There will also be costs associated with the Examination. An estimate of these costs will be included in the proposed budget allocation for 2013/14. However, the final cost will depend on the length of the Examination itself.

Legal Implications:

When examining the Core Strategy the Inspector will be assessing whether both the legal and general tests of soundness have been met.

Background

1. The Core Strategy sets out the key policies and overall strategy for managing and directing future development in Waverley over the next 15 years. It effectively forms the first part of the replacement of the existing Waverley

Borough Local Plan. Following the Core Strategy will be a second document setting out the more detailed day-to-day development management policies, as well as identifying specific site allocations for uses such as housing and employment. There is a separate Executive report setting out the likely scope of the Development Management and Site Allocations DPD.

Consultation on the Pre-submission Core Strategy

2. In July the Council agreed the Pre-submission version of the Core Strategy for publication. That triggered the formal pre-submission consultation, which focused on the 'soundness' of the Plan. This will also be the focus of the Inspector who will 'examine' the Plan once it is submitted. There are certain legal tests that have to be met, based on procedure and general compliance with regional planning policy. These include the new legal test of whether or not the Council has met the 'Duty to Co-operate'. There are additional tests of the Plan itself. The Inspector will be considering whether the Plan is:-
 - Positively Prepared
 - Effective
 - Justified
 - Consistent with national policy
3. Those responding to the pre-submission consultation were asked to link their comments to the legal and other tests of soundness. A total of **460** separate comments were received from **109** respondents.

Issues arising from the consultation on the Pre-submission Core Strategy

4. There were fewer responses to the consultation on the pre-submission Core Strategy than were received for earlier consultations. However, this is not a surprise. Whereas earlier consultations invited comments generally on what should be in the Core Strategy, this consultation was much more focussed on whether or not the Core Strategy is 'sound' (i.e. meets the tests of soundness identified above). The majority of those responding feel that the Core Strategy needs to be changed in order to meet the tests of soundness. In some cases the suggested modifications only require minor amendment/clarification. However, in other cases the respondents consider that the problems are more fundamental, and that the Core Strategy can only be made 'sound' with major revisions.
5. Attached as Annexe 1 (as a separate document for members, and available on the Waverley Borough Council website or hardcopy by request) are schedules for each chapter of the Core Strategy, which contain a summary of each comment received, the change being sought to the Plan, a suggested Council response to the comment and, where necessary, any changes that should be made to the Core Strategy in response.
6. The main issues of concern continue to be the overall number of new homes being planned for as well as the Council's approach to where these new homes should go. In relation to housing numbers, some of the main issues are:-

- The number of homes is too low, it does not meet the high level of need/demand identified in the evidence and does not, therefore, accord with the NPPF. Linked to this is the argument that the Council has given too much weight to environmental and other constraints instead of the need for new homes in Waverley.
- Although the Government intends to abolish regional plans like the South East Plan, they currently remain part of the 'development plan'. There are, therefore, specific objections challenging the justification for a housing target lower than the South East Plan. It has been argued that, as a minimum, the Council should be delivering the South East Plan allocation of 250 homes a year.
- Some respondents have argued that the Council has not properly assessed the options for delivering a higher number of new homes.
- Some argue that Waverley has not met the new 'Duty to Co-operate'. In particular, there are those who argue that the Core Strategy should not seek to rely on housing being planned outside Waverley. There is also the comment that building fewer homes in Waverley may have a knock-on impact in terms of pressure for more housing in neighbouring areas.

7. In relation to the distribution of housing, comments include:-

- The distribution, particularly to the main settlements should be informed not just by a consideration of constraints but also the level of need/demand in these areas.
- Some argue that, having regard to the level of need, consideration should be given to reviewing the Green Belt boundary and considering land that is subject to AONB/AGLV designations.
- Some challenge the justification for the current 50:50 split of greenfield releases between Farnham and Cranleigh. Some argue that the split places a disproportionate burden on Cranleigh. Others argue that too much housing is planned in Farnham, having regard to infrastructure issues, the amount of development planned in areas around Farnham and the SPA issue.
- In relation to the SPA in particular, it is argued that too much housing is planned in Farnham where the necessary SANG has not, as yet, been identified. It is also argued that to protect the SPA more development should be directed away from the area affected by the SPA.
- Some argue that more priority should be given to utilising brownfield land instead of greenfield land, including considering housing at Dunsfold Park. Some of those promoting the use of Dunsfold Park argue that through the preparation of the Core Strategy the Council has not fully considered the option of using Dunsfold Park for housing.
- Some argue that the Council should distribute more housing to the villages.
- Finally, some argue that the Core Strategy should either specifically identify the greenfield sites that are needed, or should identify more clearly the broad location of these greenfield releases.

8. There are other issues/objections raised in relation to matters other than housing numbers/location. These are identified in the Schedules for each chapter. (Annexe 1)

Comments from the Overview and Scrutiny Committee

9. A special meeting of Community Overview and Scrutiny Committee was arranged on 3 December 2012 to consider the Core Strategy Submission and response to the consultation and its comments are summarised below.

The Committee AGREED that the following substantive point be made to the Executive, that it felt strongly that the decision on the future policy for Dunsfold Park should be reviewed as a matter of urgency, to include consideration of housing.

Further observations on the Core Strategy Submission were made as follows:

1. There was concern about there being no detailed reference to address concerns about aviation at Dunsfold Park. It was felt that there was not a clear understanding of the affects of increased aviation in the area, particularly around Cranleigh and rural villages, and this should be addressed in more detail in the Strategy. The Committee asked that officers looked at his issue in more detail particularly about the environmental issues and affects of increased aviation use on the area.
2. There was significant concern about the content of CS10 and what this would mean for the future of Dunsfold Park. It was noted though that the Core Strategy had come to a clear view for Dunsfold Park and the decision taken by Council some time ago that it wanted to see a future for the site which was business lead. Members also noted that the Core Strategy was a strategic document which would not go into the detailed specifics on aviation use. This was something, however, that would be considered as part of the future Master Plan and other working documents.
3. The Committee further discussed the future of Dunsfold Park and the proposed policy CS10 in more detail, specifically, using the site for housing as it was a brownfield site, more favourable than other greenfield releases proposed particularly around Cranleigh and Farnham.
4. The Committee felt that even at this late stage, the concerns about CS10 should be raised with the Executive as Dunsfold Park was a key site with the potential for addressing housing numbers in the Borough.
5. The Committee felt concern about the release of greenfield sites and that brownfield land, such as Dunsfold Park, should be looked into more favourably. It was felt that the proposed policy CS10 should be reappraised before it was submitted.
6. During discussion about the future of Dunsfold Park, if housing was allowed, as part of a mixed development, it was felt that the numbers should be far less than those proposed in the last planning application and the site should not be considered as the sole site for addressing housing numbers.
7. There was a question raised about where people were moving from or to in the Borough. It was noted that alot of people moved out of the Borough because of the cost of housing or had to share or move back in with family. Providing affordable housing in the Borough was essential and it was felt that the location of these should be placed,

ideally, first in brownfield sites. It was noted that 230 houses was agreed by Council and this would be put forward to the Inspector. If this was not agreed then this, and a decision on the way forward, would come back to the Council to review. Furthermore, Members were advised that Dunsfold Park was also not the only option for housing and meeting future housing needs in the Borough.

8. The Committee proposed a further two points be added to the policy CS10 as follows:
 - to completing a detailed masterplan to investigate a development of mixed use on this site and
 - to complete a detailed aviation assessment.
9. There was concern about the increase in traffic on the roads because of the number of houses being built, not only in the Borough but large developments by neighbouring authorities close to the boundaries. Members hoped that there was cross border discussion taking place about making sure the roads could cope with extra demand and access to services was maintained.
10. Further concern was expressed about the traffic on local roads, such as the A31 and A3 since the building of the Hindhead Tunnel. It was proposed that officers discussed this concern further with Surrey County Council, the Highways Authority and Guildford Borough Council.
11. The Committee was concerned about current infrastructure meeting the needs of the community with such an increase in housing, particularly services such as water supply and drainage. Members asked that Officers continued to work closely with service providers.

Officer comment

10. Most of the issues identified in the consultation on the pre-submission version of the Core Strategy have previously been considered by the Council. In particular, officers would draw attention to the annexe attached to the Executive report in July, when the Core Strategy was agreed for Publication, which summarises the key issues along with a Council response.
11. In relation to the **number of new homes**, there are likely to be two particular issues. Firstly, given that the South East Plan remains for the time being, what is the justification for the 230 figure instead of 250? The Council case rests, in part, on the considerations of the South East Plan EiP Panel, and its comments on the ability of Waverley to accommodate a higher figure than 230.
12. The second issue concerns the NPPF and the requirement to meet objectively assessed needs unless the adverse impact of doing so would "...*significantly and demonstrably outweigh the benefits, when assessed against policies in this Framework taken as a whole.*" Or where specific policies in the NPPF indicate that development should be restricted. The evidence shows that 230 homes a year is below the figure that would be required to meet housing need/demand in full. The Examination Inspector will consider whether there is a sound argument for delivering a lower figure in Waverley. This is likely to be the key debate at the Examination.

13. In terms of the **location of housing**, there is clearly an overlap with the Council's approach in terms of the number of homes (i.e. a higher target might require a different solution in terms of where the new homes go). However, based on the 230 target, the Council's approach is to focus most development on the main settlements. This includes delivering 967 homes on greenfield sites. One of these would be the Furze Lane reserve housing site. The remainder would be on land that adjoins the main settlements and is outside the Green Belt, AONB and AGLV. Based on evidence to date, the potential sites that meet these criteria are around Farnham and Cranleigh. Specific allocation of these sites is proposed through the Development Management and Site Allocations DPD.
14. Officers consider there to be a sound justification for this approach, though a challenge will come from those who feel that Dunsfold Park should include some housing and from those who feel that by excluding land in the Green Belt, AONB and AGLV, the Council is not responding to local need for housing in places like Godalming, Haslemere and the villages.
15. The comments from the Community O & S Committee regarding Dunsfold have largely been addressed during the preparation of the Core Strategy. The key point raised by the Committee concerns Dunsfold Park and whether it should be reconsidered as a location for housing. As the Core Strategy has evolved the issue of where new homes should go has been considered on a number of occasions, with the outcome that the Council's preferred approach for delivering the amount of housing planned for in the Core Strategy includes some releases of greenfield land on the edge of the main settlements rather than providing a significant proportion of housing at Dunsfold Park.
16. It is not considered that delivery of the planned housing target requires a new settlement at Dunsfold Park of the proposed in the earlier appeal. It is acknowledged that the option of providing a lower number of new homes at Dunsfold Park (between 1,000 and 1,250) has been put forward in the context of a mixed use at the site and including the closure of the Aerodrome. However, Officers still feel that a more sustainable solution is to locate new housing closer to the main settlements and closer to the range of services that these settlements provide.
17. It is also acknowledged that the NPPF encourages the effective use of land which, in itself, supports the case for building on brownfield land before greenfield. However, this is not the only consideration. Another of the core planning principles in the NPPF states that planning should actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling and to focus significant development in locations which are or can be made sustainable. It is considered that this supports the approach proposed in the Core Strategy.
18. It should be noted that in responding to the Core Strategy, the owners of Dunsfold Park have also argued their case on the basis that the housing target is too low and that the larger new settlement scheme would make a major contribution to meeting the higher level of need. However, if the

Council were to stay with the 230 target figure and include Dunsfold Park for around 1,000 units, this would be likely to be instead of the greenfield releases. The concern would be how this could affect the balance of housing distribution across the whole district.

19. There was also discussion at the O & S meeting about the fallback position (i.e. what will happen if housing is not provided at Dunsfold Park. In particular the concern that aviation activities will intensify. This partly linked to the unresolved issue of the permitted use at the site in terms of aviation. This is recognised as a issue, albeit that it is not possible at this stage to quantify what this could mean in practice. For example the reference to the permitted use potentially reverting to the 1951 permission after 2018. Whilst this is possible, it does not follow that such activity will happen, particularly given the relatively narrow definition of the 1951 consent.

The Examination Process

20. Although most respondents have said that they consider the Plan to be legally compliant, there are some who do not consider that the legal tests have been met. Officers believe that the core legal requirements are met, informed in part by early discussions with the Planning Inspectorate. In particular, in relation to the Duty to Co-operate, officers consider that there is sufficient evidence to show how we have sought to co-operate on cross boundary issues. In relation to the Sustainability Appraisal and the link to the requirement for a Strategic Environmental Assessment, officers consider that the legal requirement has been met and that the SA has properly informed development of the Core Strategy.
21. Once the Inspector has considered the basic legal tests he/she will go on to assess the broader and more subjective tests of whether the Plan is positively prepared, effective, justified and consistent with National Policy.

Next Steps

22. Subject to Council approval, the intention is then to submit the Core Strategy for Examination. There are some minor changes that officers believe should be made to the Plan. These are set out in a separate schedule of proposed modifications, which is attached as Annexe 2 (also attached as a separate document for members, and available on the Waverley Borough Council website or hardcopy by request). It should be pointed out that the submission document should not be accompanied by any major changes that would alter the Core Strategy to the extent that further consultation would be needed and/or significant changes to the Sustainability Appraisal or the Habitats Regulations Assessment.

Recommendation

That the Executive recommends to the Council that the Core Strategy be submitted for Examination together with the schedule of proposed modifications.

Background Papers

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

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[Http://Emperor2/Sites/Democratic/Executive/4 Dec 2012/Core Strategy - Submission .Docx](http://Emperor2/Sites/Democratic/Executive/4 Dec 2012/Core Strategy - Submission .Docx)

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 8 JANUARY 2013

Title:

**THE SCOPE OF THE DEVELOPMENT MANAGEMENT AND SITES
ALLOCATIONS DEVELOPMENT PLAN DOCUMENT**

[Portfolio Holder: Cllr Bryn Morgan]

[Wards Affected: All]

Summary and purpose:

The Core Strategy is the first part of the review of the Waverley Local Plan. The second part is the requirement to update its detailed planning policies for determining planning applications and to make allocations for land use in accordance with the Core Strategy. This will involve preparing a Development Management and Sites Allocation Development Plan Document (DM &SA DPD). The Executive is being asked to agree the scope of this document.

How this report relates to the Council's Corporate Priorities:

The DM&SA DPD will be prepared in accordance with all of the Council's Corporate Priorities.

Equality and Diversity Implications:

The preparation of the DM&SA DPD will require an equalities impact assessment.

Environment and Climate Change Implications:

The DM&SA DPD will include policies relating to the environment (natural resources, biodiversity, pollution) and climate change where it is considered they are needed to give detail to the policies set out in the Core Strategy.

Resource/Value for Money Implications:

The work will incur costs both for the Examination (estimated to be approximately £50,000) and for consultants in relation to the evidence base and other supporting documents, including the Sustainability Appraisal, (also estimated to be about £50,000). It will also involve considerable officer time.

Legal Implications:

The Plan will form part of the statutory development plan for the purposes of determining planning applications.

1.0 Introduction

1.1 The review of the Waverley Borough Local Plan is made up of two parts:

- 1) The Core Strategy – which sets out the strategic approach to planning and development in the Borough
 - 2) The Development Management and Site Allocations Development Plan Document (DM&SA DPD) which will provide:
 - a suite of 'day-to-day' development management policies to replace existing local plan policies
 - the detailed policies and site specific designations required to deliver the Core Strategy
- 1.2 The Council has recently published its Core Strategy for public consultation. Once the comments have been considered as a result of this consultation, the Council will submit the Core Strategy to the Secretary of State for its formal examination.
- 1.3 In the meantime the Council needs to start preparing the second part of the Local Plan: the DM&SA DPD so that it meets the tight timetable for adoption by July 2015. This is to ensure that:
- the Core Strategy is robustly supported through the detailed policies in the DM&SA DPD.
 - all the policies in the review of the Local Plan are up to date and consistent with the National Planning Policy Framework (NPPF).
 - the risk of rogue planning decisions/appeals arising from potential inconsistency with the NPPF is minimised.
- The relationship between the DM&SA DPD and the Core Strategy and how they both fit in to make up the Local Plan is set out in Annexe 1.
- 1.4 This report sets out the scope of the likely content of the DM&SA DPD to provide the basis for a work programme for preparing it.

2.0 Context

- 2.1 The National Planning Policy Framework (NPPF) was published in March this year. This sets out the national policy that must be taken into account when Local Plans are being prepared. The NPPF states that the Local Plans should:
- be consistent with the principles and policies set out in the NPPF including the presumption in favour of sustainable development.
 - only include policies that provide a clear indication of how a decision maker should react to a development proposal.
- 2.2 The NPPF therefore says that Local Plans may need to be revised to take account of the NPPF. This should be progressed as quickly as possible. Plans can be reviewed in whole or in part to respond to changing circumstances although any additional DPD should only be used where clearly justified.
- 2.3 The Waverley Borough Local Plan was adopted in 2002 and therefore there is a need to update its policies to ensure consistency with the approach in the Core Strategy and the NPPF.
- 2.4 The current adopted Local Plan also contains more than 130 policies that include both detailed development management policies for the determination of planning applications and site allocations for specific land use. The review of the Local Plan provides an opportunity to streamline policies to eliminate

some of the duplication/repetition in the current adopted Local Plan and aim not to repeat policies in the NPPF. Therefore, there will not be a requirement for a comprehensive like-for-like replacement of all the policies in the current adopted Local Plan in the DM&SA DPD.

- 2.5 Furthermore, because the successful implementation of the Core Strategy requires some of its policies to set out detailed criteria for proposals to be judged against (such as the policies on affordable housing), there is no need to prepare a new separate policy or repeat the criteria in the DM&SA DPD. When adopted, these core strategy policies will already be used for development management purposes and will supersede the existing Local Plan policies.
- 2.6 However, when considering the scope of a review of the Local Plan, the Council also needs to be mindful that the NPPF has streamlined national planning guidance from over a 1,000 pages in the form of Planning Policy Statements to less than 60 pages and it is not as comprehensive as it used to be. Therefore, the review of the Local Plan also needs to ensure that it fills any gap that the NPPF does not deal with. This is particularly important as the NPPF states that the presumption in favour of sustainable development that is at the heart of the NPPF means granting planning permission where the development plan is absent, silent or relevant policies are out of date.

3.0 The Likely Scope of the DM&SA DPD

- 3.1 Annexe 2 to this report sets out the main matters that the DM&SA DPD are likely to cover. The list is not exhaustive and there may be other matters that will need to be included.

4.0 The Key stages in the production of the DPD:

- 4.1 The following is an indication of the timetable for the stages for preparing the DM&SA DPD with dates.

Stage	Dates
Preparing the Scoping Report for the Sustainability Appraisal (including the required consultation)	Winter 2012/2013
Preparation of papers for early stakeholder engagement including: <ul style="list-style-type: none"> • Assessment of existing local plan policies against the NPPF • Assessment of policies in the context of the Core Strategy • The assessment of new issues that need covering and policy gaps • Consideration of the need to gather further evidence and studies to prepare the DPD • Assessment of potential greenfield sites • Risk assessment and resource allocation to establish the priority of work areas 	Winter 2012/2013
Early stakeholder engagement to include: <ul style="list-style-type: none"> • Options for reviewing policies (including the removal and amalgamation of existing local plan policies) • Draft policy text where appropriate • Options for site allocations including a "call for sites" where landowners/developers as well as Parish and Town Councils are requested to promote available sites to be considered for development including housing and employment. 	Spring/Summer 2013
Preparation of the draft DPD	Autumn/Winter 2013
Consultation on the draft DPD (both the early stakeholder engagement and consultation on the draft will be under Regulation 18 of the 2012 Local Plan Regulations)	January 2014
Preparing the submission version of the Plan	Spring 2014
Publication (triggers the pre-submission consultation on soundness)	July 2014
Submission to the Secretary of State	November 2014
Examination	February/March 2015
Adoption	July 2015

5.0 Recommendation

It is recommended that the Executive agrees the scope of the Development Management and Site Allocations DPD as set out in Annexe 2 of this report.

Background Papers

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

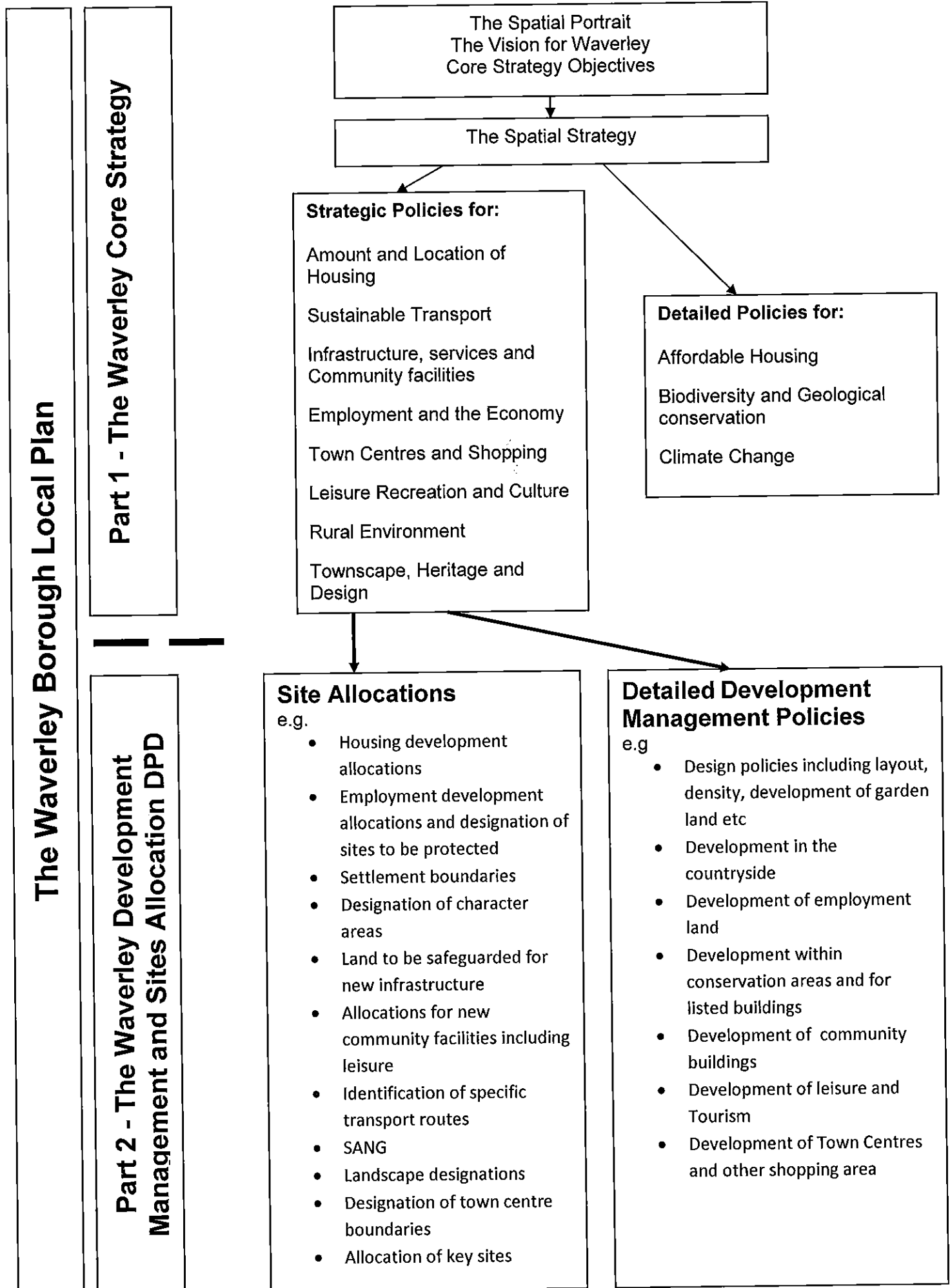
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The Documents that make up the review of the Waverley Local Plan



Annex 2 - Matters that the Development Management and Site Allocations Development Plan Document are likely to cover

Policy	Type	Content to be included
General Policies		
Overarching policy regarding sustainable development	DM	In accordance with the NPPF
General environmental policy (similar to current Local Plan policy D1)	DM	Impact of development including the cumulative impact of developments.
Sustainable Construction	DM	<ul style="list-style-type: none"> • Sustainable design • Flood management • Ecological enhancement
Detailed policy on Design and layout of development	DM	<ul style="list-style-type: none"> • Density of development (including housing) • The development of garden land. • Crime and prevention • Landscaping • Amenity and other space standards including open space and play space • Conversion and subdivision of existing buildings
Detailed policy on accessibility	DM	<ul style="list-style-type: none"> • Access and mobility for all including special needs • Servicing and bin storage
Detailed policy on trees, hedgerows and woodlands	DM and SA	<ul style="list-style-type: none"> • Ancient woodland
Green Infrastructure	DM	<ul style="list-style-type: none"> • Green infrastructure requirements for developments
Detailed policy on advertisements	DM	
Detailed policy on Telecommunications.	DM	
Housing		
Policy for the management of the release of housing land in accordance with the Core Strategy.	DM	
Strategic site allocations	SA	<ul style="list-style-type: none"> • SHLAA sites (consideration of thresholds for inclusion) • Greenfield sites
Other housing allocations	SA	<ul style="list-style-type: none"> • SHLAA Sites
Detailed policy on the retention of residential land and buildings	DM	
Detailed policy on the conversion and subdivision of housing	DM	

Detailed policies on Gypsy and Traveller Accommodation	DM	
Allocations for Gypsy and Traveller sites where needed	SA	
Employment		
Detailed policies to consider the protection of existing employment land and the development of new employment land.	DM	
Sites for safeguarding	SA	Existing employment sites that we want to retain in employment use
Review and allocation of new employment sites if needed.	SA	
Built Environment		
Review and designation of character areas within settlements (currently the BE policies in the Local Plan)	DM and SA	<ul style="list-style-type: none"> • Hillsides areas • Areas of Special Environmental Quality • Areas of Low Density
Review and designation of important green spaces	DM and SA	
Rural Environment		
Replacement of the Local Plan policy RD1 for development in villages (including a review of village settlement boundaries to address any anomalies).	DM and SA	
Review of the countryside beyond the Green Belt policy (currently Local Plan policy C2).	DM	
Replacement of and extensions to buildings in the countryside	DM	<ul style="list-style-type: none"> • including to dwellings under current Local Plan policies RD2 and RD2a • Amplifying the NPPF through qualifying the amount that will be considered appropriate in the Green Belt
New and the reuse of buildings	DM	<ul style="list-style-type: none"> • ancillary residential outbuildings i.e. garages (currently Local Plan policy RD3) • Amplifying the NPPF through qualifying the amount that will be considered appropriate in the Green Belt
Agricultural development/diversification;	DM	
Protecting agricultural land	DM	
Agricultural dwellings;	DM	
Rural brownfield land	DM and SA	

Review of local landscape designations	DM and SA	<ul style="list-style-type: none"> ASVI Strategic Gap
The Historic environment		
Detailed policies for the management of the historic environment	DM	<ul style="list-style-type: none"> Heritage Assets: designated and undesignated inc. Listed Buildings, Scheduled Monuments, Conservation areas, Registered Parks and Gardens, archaeological interests, locally listed buildings and conservation Areas
Town Centres and Shopping		
Review and designation of current town centre boundaries	DM and SA	
Designation of primary and secondary shopping frontages	DM and SA	
Key sites or other site allocations for town centre uses.	SA	
Transport		
Detailed policies on transport	DM	<ul style="list-style-type: none"> Roads footpaths, cycleways other transport links parking
Identification of specific routes	SA	<ul style="list-style-type: none"> Roads footpaths, cycleways other transport links.
Infrastructure		
Land to be safeguarded for new infrastructure and services	SA	<ul style="list-style-type: none"> new/expanded schools safeguarding land for highway improvements expansion of facilities for utility companies.
SPA	DM and SA	<ul style="list-style-type: none"> Identification of SANG
Community		
Detailed policies for new facilities	DM	<ul style="list-style-type: none"> new community facilities/schools/educational establishments
Allocations for new facilities where needed	SA	
Leisure and Tourism		
Detailed policies on tourism and visitor accommodation	DM	<ul style="list-style-type: none"> New development and change of use to Retention of existing development
Detailed policies on leisure		<ul style="list-style-type: none"> New development including

		sports grounds/playing fields/golf courses/walking/cycling and horse riding (commercial and non commercial)
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WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 8 JANUARY 2013

Title:

WEYBOURNE ROAD ALLOTMENTS - PROPOSAL TO INCREASE PLOT CHARGES

**[Portfolio Holders: Cllrs O'Grady, Potts and Band]
[Wards Affected: Farnham Weybourne & Badshot Lea]**

Summary and purpose:

To propose and seek agreement to increase allotment charges above the level of inflation so that they are aligned with the charges of Farnham Town Council to aid the future transfer of allotment management.

How this report relates to the Council's Corporate Priorities:

Value for Money

This report seeks to address the current unsustainable income and imbalance in budgets for allotment plots and to align allotment plot charges with those of Farnham Town Council and the sites they operate.

Leisure and Lives

The proposal contained within this report will still allow our residents opportunities to access leisure activity whilst changing the management administration.

Equality and Diversity Implications:

Any actions taken by the Council will fully consider any implications in regards to equality and diversity, however it is felt this proposal will not cause any issues.

Environment and Climate Change Implications:

The report does not contain any proposals that would affect the Councils regard to the Environment and Climate Change.

Resource/Value for Money Implications:

The report proposals aim to address the current undercharging for the rental of allotment plots.

Legal Implications:

There are no anticipated legal implications in regards to increasing the allotment charges.

Background

1. Waverley Borough Council operates one allotment site of 34 plots just off of the Weybourne Road in the Weybourne area of Farnham. Waverley Borough Council has been under-charging for these allotment plots for many years and we feel this matter requires rectification. When compared to Farnham Town Council and other local authorities in the Surrey area the Council is significantly undercharging the allotment holders on their rental.
2. Farnham Town Council operates 8 allotment sites in the Farnham area:
 - Six Bells
 - West Street
 - West Street Extension
 - Alderley Farm
 - Wrecclesham (behind Westfield Lane)
 - Morley Road (behind recreation ground)
 - Farnborough Road
 - Shepherd & Flock
3. These sites comprise 262 plots in total, and from an administration point of view it would make sense for the Weybourne Road allotment site management to be passed onto Farnham Town Council rather than remain with Waverley Borough Council.
4. Farnham Town Council has previously been informally approached to take over the management of our one allotment site. The initial response from the Town Clerk has been very favourable to this idea, we have therefore now, formally written to Farnham Town Council offering a change of allotment management of the Weybourne Road Allotments to Farnham Town Council.
5. The Weybourne Road Allotment site is currently full to capacity and has a waiting list of 21 individuals. Should a transfer of management be completed with Farnham Town Council we will seek to ensure the waiting list priority is kept. Additionally we will also ensure that any plots being held by allotment holders are being worked and not being left uncultivated and any unattended sites will be offered to the next person on the waiting list.

Introduction

6. Waverley Borough Council's allotment charges in financial year 2011/12 were £8 per 5 rod plot/annum. In January 2012 it was suggested that charges be increased to align with those of Farnham Town Council, however it was felt that perhaps this increase would be too large an increase to be implemented in one go. A reduced charge increase was undertaken instead, however this was still above the rate of inflation. The charges were increased to £12.50 per 5 rod plot/annum for 2012/2013.

7. Farnham Town Council charges for allotment rents from the 1 January 2012 were; £32.50 for a 5 rod plot/annum. They have increased this charge from January 2013 to £36.25 for a 5 rod plot/annum.
8. Whilst Waverley Borough Council increased charges over the rate of inflation, it still continues to provide an extremely low charge to our residents when compared to Farnham Town Council and other local authorities despite the over inflation increase applied recently. Permission is now sought to increase rental rates again above the rate of inflation for next year as part of a process to get charges aligned in due course with that of Farnham Town Council. A move to align charges will benefit the Council when negotiating with Farnham Town Council over the transfer of our last remaining allotment site to them.
9. Increases in charges may meet some initial resistance from allotment plot holders (many however appreciate they are getting a very low rate) as they have been at an extremely low rate for several years; however this is likely to be minimal and easy to defend, particularly when a comparison is made to Farnham Town Council and other local authorities in the Surrey area.
10. Should agreement be given to increase charges, all allotment holders will be informed in January 2013 of our intention to increase the charges from 1 April 2013.

Options for charging increases

We propose the following options:

Option	Proposed 2013/2014 Charge	Proposed 2014/2015 Charge
1) Stepped Increase	£25.00 per 5 rod plot/annum	£36.25 + inflation per 5 rod plot/annum
2) One off increase	£36.25 per 5 rod plot/annum	Inflation rise only per 5 rod plot/annum

Conclusion

11. Option 1 provides a stepped increase in charge, which will soften the initial effect on allotment holders. It does however have potential to attract negative publicity for Waverley Borough Council twice. It is possible that the issue of allotment charges could affect the transfer process with Farnham Town Council in that if allotments were passed over to Farnham Town Council before the costs were matched, Farnham Town Council would then have to bear any negative publicity of increasing charges. Potentially they could be resistant to taking over the management until prices were aligned.
12. Option 2 - Whilst initially allotment holders will be hit with a big increase (it could be argued that the £23.75 increase per annum is not significant when compared to the very low rate they have been renting allotment plots previously), it will potentially only attract negative publicity for Waverley Borough Council on one occasion. This would then take any burden off of Farnham Town Council in regards to increasing charges and should make allotment management transfer a smoother process.

Recommendation

It is recommended that

1. the allotment charges for the Weybourne Road allotment site be increased with effect from 1 April 2013 to align with those of Farnham Town Council; and
2. officers be authorised to inform allotment holders of the increase in charge prior to the increase being implemented.

Background Papers

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

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 8 JANUARY 2013

Title:

TOWN TEAM PARTNERS – DETAILED PLANS

[Portfolio Holder: Cllr Adam Taylor Smith]

[Wards Affected: Cranleigh, Farnham and Godalming]

Summary and purpose:

The December meeting of the Executive welcomed the Town Team funding awarded to Cranleigh, Godalming and Farnham. The Executive also agreed to consider and approve the towns' more detailed plans, to comply with its role as accountable body.

How this report relates to the Council's Corporate Priorities:

The bids address three of the Council's corporate priorities – value for money, environment and understanding residents' needs.

Equality and Diversity Implications:

There are no equality and diversity implications.

Environment and Climate Change Implications:

There are no environmental implications.

Resource/Value for Money Implications:

Waverley is the accountable body for the funds so needs to ensure the bids comply with the DCLG guidance.

Legal Implications:

There are no legal implications.

Introduction

1. On 23 October it was announced that Godalming, Farnham and Cranleigh had all been confirmed as Portas 'Town Team Partners' and would each receive £10,000 funding and support to revitalise their high streets. As Waverley is the accountable body for the funds, at the Executive's last meeting it was agreed that the towns' detailed plans should be considered in more depth.

2. In becoming a Town Team Partner, local Town Teams are making the commitment to deliver part of their Portas Plan application. In return, they will be supported by the Association of Town Centre Management (ATCM) which will work with the partners to identify their needs. To support the activity, each Town Team partner will receive **£10,000**.

Waverley's role as accountable body

3. Waverley has played a key role in highlighting the Portas funding opportunities to the borough's towns, and has supported the bids through advice, meetings and assistance with the applications. Waverley also supported the initial Portas bids as 'accountable body' for the funds and was then also required to be the accountable body for the smaller Town Team partner applications because the funding is s31 unringfenced revenue grant, which can only be paid to certain tiers of local authority. DCLG circulated guidance to accountable bodies which outlines decision making and monitoring arrangements.
4. Waverley has now received the £30,000 funding from DCLG. In order to comply with the accountable body guidance, we need to ensure the town teams are transparent in their use of this public money and that proper governance is in place in terms of decision making, financial and performance management. However, it must also be noted that the DCLG has asked that the systems in place should be *proportionate, light touch and timely*.
5. Each town has therefore been asked to submit detailed plans for their funding which are attached at Annexe 1 for Godalming and Cranleigh. Farnham's Town Team will not be launched until January 2013 so it is proposed that their spending plans be submitted to the February meeting of the Executive once their Team has been launched.
6. It is proposed that the funding for all three Town Teams will be paid from Waverley through invoices from the Town Teams, including copies of receipts for the projects they are claiming for. Monies will only be paid out on receipt of invoices for projects which are part of their detailed plans. Waverley will continue to be involved in supporting and monitoring the activities - an update report will be sent to a future meeting of the Executive with details of progress.

Proposed next steps

7. It is proposed that once the attached simple draft Service Level Agreements are approved, officers will begin to administer the budgets for the towns. Waverley officers will continue to assist the towns, where required, as they begin to put their plans into action.

Recommendation

It is recommended that the Executive

1. approves the Cranleigh and Godalming detailed spending plans;
2. authorises officers to support and monitor the towns' projects as they put their plans into action; and
3. asks officers to report to the February meeting of the Executive with the detailed plans for Farnham once the Farnham Town Team has been launched.

Background Papers

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

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TOWN TEAM PARTNERS – GODALMING DETAILED FORM

To be submitted to Waverley's Executive on 8th January 2013

Name of Town Team	Godalming Together
Key contact(s)	Suzie Gortler (Godalming Project Manager)
Key decision making body	Godalming Together
Terms of reference/code of conduct?	Godalming Together Community Interest Company Articles of Association
Town Team Vision from application	The vision of the Godalming Together Town Team is to ensure Godalming's future vitality by encouraging and supporting new and existing retailers in the town.
Publicity Plans	Leaflets, websites, press releases, press launch for the mobile phone app. etc
Any match funding?	£600 match funding for Visit Surrey advertising

Governance and Monitoring

- In accordance with Godalming Together Community Interest Company Articles of Association
- Any grants to voluntary, community and social enterprises as part of the project will be clearly listed.
- Declarations of interests will be required of any town Team Partner in a position of influence on spending decisions
- The Town Team will aim to circulate notes of meetings through the Godalming Together Community Interest Company and reports to Executive.
- The Town Team will share lessons from the project as requested by ATCM.

Detailed plans for £10,000 funding

Proposed activity	Timescale	Anticipated cost
Creating a town mobile phone app to promote shops in the town. Each town will receive 50 tokens per year to spend on promoting their goods via the app.	Launching early December 2012	£4000 <ul style="list-style-type: none"> • Design and purchase of the app • Cost of tokens for the shops - tbc
Welcome pack for new retailers, based on feedback from existing retailers	From January 2013	£500 <ul style="list-style-type: none"> • Printing and circulating the pack
Offer the opportunity of a 'Business Buddy' to all new businesses in the town. To include Register of Landlords, FAQs and survey to existing businesses	From January 2013	£1500 <ul style="list-style-type: none"> • survey of existing businesses

		<ul style="list-style-type: none"> • establishing business buddy programme
Street scene enhancement – hanging baskets with automatic watering system and/or Angel Court street scene changes to include removal of benches and placing in a new site, 1 finger post with Angel Court sign	From January 2013	£4,000 <ul style="list-style-type: none"> • Hanging baskets • Watering system • Removal of benches and re-siting • New finger post

NB. These are approximate costs which are subject to change depending on quotes, planning permission etc. Invoices will be submitted for each element.

Signed : (on behalf of Godalming TC)

TOWN TEAM PARTNERS - DETAILED PLANS FOR CRANLEIGH

To be submitted to Waverley's 8th January Executive

Name of Town Team	Cranleigh Town Team
Key contact(s)	Richard Womack, Cranleigh Chamber of Commerce
Key decision making bodies	Cranleigh Chamber of Commerce working in partnership with Cranleigh PC Funds administered by Waverley BC
Town Team Vision summary from application	To revitalise the high street by making it more accessible for people to visit and organising a series of initiatives and events to increase footfall.
Publicity Plans	Through leaflets, websites, local adverts etc.
Any match funding?	None – except partners' time

Governance and Monitoring

- Cranleigh Parish Council/Cranleigh Chamber of Commerce's terms of reference/code of conduct will be followed in delivering the projects.
- Any grants to voluntary, community and social enterprises as part of the project will be clearly listed.
- Declarations of interests will be required of any Town Team Partner in a position of influence on spending decisions
- The Town Team will aim to circulate notes of meetings through the Parish Council and Chamber and reports to Executive.
- The Town Team will share lessons from the project as requested by ATCM.

Detailed plans for £10,000 funding

Proposed activity	Timescale	Anticipated approx cost
Bus Subsidy – take advantage of a subsidy agreed with local bus companies to get more people travelling by bus into Cranleigh - offering a fare of 60p per journey or £1 return	From November 2012 on a 6 month trial initially	£1000 - <ul style="list-style-type: none"> • 10,000 leaflets • 200 posters • 1000 beer mats • design and artwork • copywriting • consultancy
Shopping Crawl – during the Christmas period 2012, partners are trialling a 'shopping crawl' where shoppers can claim discounts at several shops taking part in the promotion	November/December 2012	£2500 <ul style="list-style-type: none"> • leaflets • posters • design and artwork

		<ul style="list-style-type: none"> • prize promotion
Pop up tents – purchase 5 pop up tents to allow local new businesses the chance to sell their items on a regular basis, subject to relevant conditions.	From summer 2013	£2000 <ul style="list-style-type: none"> • approx. £400 per tent
Lamp post banners - purchase banners to be placed on high street lamp posts to advertise local events. In future, local shops could pay to advertise on the banners to provide funding for other activities.	From spring 2013	£1000 <ul style="list-style-type: none"> • approx 15 banners at £65 each
Food and vintage market – run a series of events to attract new customers including a food festival and/or vintage market. Funding to support organisation and marketing.	From spring 2013	£2000 <ul style="list-style-type: none"> • hiring space • marketing • organising event • entertainment
Shops of Shops – rent an empty unit on a three month trial to act as a shop for all local businesses to promote their goods and services.	From spring 2013	£1500 <ul style="list-style-type: none"> • renting an empty shop for 3 month trial

Signed by:

..... (on behalf of Cranleigh Chamber)

APPENDIX G

WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 8 JANUARY 2013

Title:

LEISURE DEVELOPMENT PLAN 2012-15

[Portfolio Holder: Cllr Julia Potts]

[Wards Affected: All]

Summary and purpose:

The Leisure Development Plan, attached at Annexe 1, outlines areas of work the Leisure Services Team propose to action over the next four years. It also outlines what the leisure service will be doing to maximise on the legacy of the 2012 Olympics. The Executive is asked to approve the Leisure Development Plan.

How this report relates to the Council's Corporate Priorities:

The Leisure Development plan sets out how 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. Waverley aims to provide the services we offer at value for money prices.

Equality and Diversity Implications:

Various elements of the plan improve the access to leisure for select groups such as over 50's Exercise, the Star Project and social inclusion to improve public health and reduce inequalities in access to leisure activities.

Environment and Climate Change Implications:

There are no environment and climate change implications.

Resource/Value for Money Implications:

The majority of this programme will be delivered within the Leisure Development budget but also from some external funding, for example we have been awarded £1000 from Active Surrey for the development of the cycling club.

Legal Implications:

There are no legal implications.

Background

1. The Leisure Services Team has previously not had a formal structure to work towards. Following a recent restructure of the section it was felt that a plan was needed to help direct and focus the teams work more clearly. The aim of the Leisure Development Plan, attached at Annexe 1 to this report, is to set a clear direction for the Leisure Development Service over the next 4 years

2012-2015. This will ensure the service provides excellent value for money, measurable targets and assist both WBC and partners to align common goals.

Introduction

2. The Leisure Development Plan shows the work the team does and proposes how the team is planning to continue to take forward the service over the next four years. The team is also keen to maximise on the legacy of the 2012 Olympics following the Edge in Haslemere being used by the Mongolian National Archery Squad and the cycling Tour of Britain which came through large parts of Waverley.

Comments from the Overview and Scrutiny Committee

3. The Community Overview and Scrutiny Committee considered the Leisure Development Plan at its meeting on 19 November 2012 and made the following comments:
 1. The Committee would like to see more support with marketing for local sports clubs on the Council's website.
 2. The Committee suggested the Leisure Service looking at work being carried out by the Surrey Sports Board and that Cllr Munro and a representative from County come along to a future meeting to present to the Committee what is being done by the County Council in developing leisure across the County. There were also a number of questions Members would like to ask about the bigger picture of leisure with young people through school provision.
 3. The Committee was surprised that there was not more being done under the section on Health Promotion around "falls prevention" and this was not noted in the plan.

Conclusion

4. The Leisure Services Team aim for the next four years to be a real celebration of sport and leisure activities in the Borough. Adopting the Leisure Development Plan will help the team achieve this goal.

Recommendation

The Executive is asked to endorse the Leisure Development Plan 2012-15.

Background Papers

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

CONTACT OFFICER:

Name: Emma Das

Telephone: 01483 523423

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Aim

The aim of the Waverley Borough Council (WBC) Leisure Development Plan is to set a clear direction for the Leisure Development Service over the next 4 years. This will ensure the service provides excellent value for money, measurable targets and assist both WBC and partners to align common goals.

Six key areas of work have been highlighted, with targets, actions, deadlines and measures for each:

1. Sports Clubs
2. Events
3. Health Promotion
4. Partnerships
5. Outreach
6. Legacy (those in the other 5 areas with a gold star will also be linked to Legacy)

In addition to the specific targets within the plan there are also a further 6 general outcomes which have dictated the importance of each objective highlighting the main reasons for WBC involvement in any project. They are:

- Increase participation in physical activity
- Enhance the quality of provision (infrastructure, facilities and playing surfaces.)
- Improve the health of residents
- Improve the quality of life of residents
- Improving community perception of WBC
- Affordable leisure for all

Waverley Leisure Development Plan 2012-2015

Target	Actions	Timescale	Measures
<p>Sports Clubs</p> <p>Objectives met – Increase Participation in Physical Activity Enhance the quality of provision (infrastructure, facilities and playing surfaces) Improve the health of residents Improve the Quality of life of residents</p>			
★	<p>Clubmark –</p> <p>Increase number of accredited clubs in the borough to 48 clubs (increase of 20%)</p>	<p>Dec 2015</p>	<p>KKP Clubmark database Active Surrey 'Working towards' database Email shot completed Forum attendance sheet Log in place and completed</p>
★	<p>Funding –</p> <p>Support 8 club applications to develop facilities & programmes</p> <p>Coach Education –</p> <p>Co-ordinate 24 generic CPD courses for sports clubs/coaches</p>	<p>2 clubs annually by Dec 2015</p> <p>6 courses per year Dec 2015</p>	<p>Annual confirmation from NGB's of funding achieved</p> <p>Active Surrey data Course registers Course bookings</p>
	<p>Communication –</p> <p>Co-ordinate 1 club development forum per year in collaboration with Guildford Borough Council</p>	<p>Ongoing</p> <p>Bi-annually in Mar & Sep</p> <p>Ongoing</p>	<p>Data from Active Surrey Email shot completed</p>
★	<p>Promoting- Develop and publicise Sports Directory for Waverley Website</p>	<p>Ongoing</p> <p>Annual review in September</p>	<p>Content Scheduling via Jadu on website</p>

Waverley Leisure Development Plan 2012-2015

Events

Objectives met –

- Increase Participation in Physical Activity
- Enhance the quality of provision (infrastructure, facilities and playing surfaces)
- Improve the health of residents
- Improve the quality of life of residents
- Improve community involvement with WBC
- Affordable leisure for all

Surrey Youth Games –
 Increase the number of children participating in competitive sport from 200 in 2011



a) Write an event and communications plan
 June
 Dec 2012

b) Manage sports teams to represent Waverley at the annual event
 annually
 June

c) Collate KPI's to measure the impact of SYG on local community
 annually
 July

Waverley and Ash School Games –
 Provide a high quality event for at least 5 secondary schools as a legacy for the 2012 Olympics

a) Assist Schools to organise and manage the event with partners (Active Surrey, sports clubs and NGBs)
 July 2012

b) Investigate opportunities to link with Surrey School Games
 July 2012

Plan written and being actioned
 Active Surrey data
 WBC entry data

Number of schools participating
 Total number of participants
 Potential explored and HoS agreement

Sport Relief Mile –
 Increase participation in leisure and raise money for charity

a) Write an event and communications plan
 Nov 2013
 Mar 2014

b) Run the event with partners (Sports Councils, clubs, schools, & DCL)

Plan written and being actioned.
 Number of entries and amount of money raised for sport relief

Health Promotion

Objectives met –

- Increase Participation in Physical Activity
- Improve the health of residents
- Improve the quality of life of residents
- Improve community involvement with WBC
- Affordable leisure for all

Exercise Referral –
 Increase usage of scheme by 5% per year

a) Arrange quarterly working group meetings with DCL and NHS
 Dec 2012 & quarterly

b) Standardise protocol across the borough
 Dec 2012

c) Raise profile of scheme with
 Jan 2013

NHS data
 New protocol & paperwork in place
 Number of GP surgeries referring

Waverley Leisure Development Plan 2012-2015

	surgeries	DCL head count reports
Weight Management – Increase usage of scheme by 5% per year	<ul style="list-style-type: none"> a) Arrange quarterly working group meetings with DCL and NHS b) Standardise protocol across the borough c) Raise profile of scheme with surgeries d) Investigate opportunities for an alternative scheme to MEND at leisure centres 	<p>Dec 2012 & quarterly Mar 2013 Dec 2012 Jan 2013 Mar 2013 Dec 2012</p> <p>NHS data New protocol & paperwork in place Number of GP surgeries referring DCL head count reports</p>
Cardiac Rehabilitation – Increase usage of scheme by 5% per year	<ul style="list-style-type: none"> a) Work in partnership with DCL and NHS to deliver Phase 4 in the following centres: The Edge, Farnham, Cranleigh and Godalming b) Raise profile of scheme with surgeries 	<p>Ongoing</p> <p>NHS data Meetings with Practice Managers</p>
Over 50s Exercise – Increase attendance and class usage to full capacity (210)	<ul style="list-style-type: none"> a) Support leisure centres in each population centre to run an over 50s Club b) Manage 12 classes in the community by WBC Exercise and Mobility Co-ordinator c) Investigate potential and demand for adding additional classes in different venues d) Raise profile of classes e) Run specific fall prevention classes 	<p>Ongoing</p> <p>Weekly ongoing Feb 2013 Nov 2012</p> <p>DCL head count reports Weekly usage figures Assessment of current classes and new classes Number of new customers</p>
Walks for Health – Increase attendance for each walk	<ul style="list-style-type: none"> a) Support leisure centres in each population centre to run weekly walks b) Raise profile of walks 	<p>Ongoing</p> <p>Ongoing</p> <p>Usage figures from registers Number of new customers</p>
Jogging/Running club – Increase opportunities for participation in jogging/running	<ul style="list-style-type: none"> a) Investigate the possibility of beginners running groups b) Work in partnership with DCL to deliver these new groups, if sufficient demand, funding and resources are available 	<p>Dec 2012</p> <p>March 2013</p> <p>Data from Active Surrey, Sport England and non-user surveys Usage figures from registers (if in operation)</p>



Waverley Leisure Development Plan 2012-2015

Partnerships Objective met – Increase Participation in Physical Activity Enhance the quality of provision (infrastructure, facilities and playing surfaces) Improve the health of residents Improve the quality of life of residents Improve community involvement with WBC Affordable leisure for all			
Sports Councils – Deliver WBC objectives as set out in annual Service Level Agreement	a) Attend Sports Council meetings b) Identify need and possibility of assisting Cranleigh with setting up an effective Sports Council c) Provide annual grant and funding agreement to all sports councils	Quarterly Mar 2013 Nov 2012	Calendar & meeting minutes Meeting minutes Agreement received and funding allocated through Agresso
Active Waverley – To develop the sports infrastructure in Waverley and shape strategic plans with all key partners	a) Attend 4 meetings per year b) Support Active Waverley to create suitable Terms of Reference	Quarterly Apr 2013	Meeting minutes ToR in place
England Cricket Board – Access 10 new schools that don't currently have cricket provision and increase investment in Waverley to £9,000+	a) Support delivery of Chance to Shine project (developing school-club links) b) Attend 3 development meetings per year c) Support all funding and planning bids for development of clubs or club facilities d) Support clubs in delivery of Chance to Shine	Quarterly Ongoing	ECB data Meeting minutes Number of successful applications
Badminton England – Increase adult participation in the borough by 5%	a) Deliver 'No strings Badminton' franchises at 2 leisure centres b) Support Godalming Badminton Club achieve Clubmark status c) Monitor impact of 'Back to Badminton' and 'No Strings	June 2012 Feb 2013 Dec 2012	DCL head count report Clubmark status achieved Attendance figures League established if sufficient demand



Waverley Leisure Development Plan 2012-2015

Badminton' franchises	
<p>★</p> <p>Girls Football – Develop one new girls section at a community football club</p> <p>Weydon Lane, Farnham</p>	<p>Clubmark status achieved Register attendance figures Girls' team entered into a league</p> <p>Calendar & meeting minutes.</p>
<p>★</p> <p>Maximise David Lloyd Leisure (DLL) Community Access Agreement</p>	<p>a) Work with partners / stakeholders to explore opportunities for use.</p> <p>a) Provide 15 children with free access to the DLL Club.</p> <p>b) Fill 100 free full day holiday camp spaces for disadvantaged children.</p> <p>c) Provide schools and organisations with 200 free hours of indoor sports hall use</p> <p>d) Provide organisations and schools with 500 free hours of Multi use games area (MUGA) use</p> <p>e) Provide organisations and school with 1000 free hours of tennis court use</p>
<p>Westfield Lane, Farnham</p>	<p>Badshot Lea FC lease agreed. Upgrade works started / completed.</p>
<p>Outreach</p> <p>Objectives met: Increase Participation in Physical Activity Improve the quality of life of residents Improve community involvement with WBC Affordable leisure for all</p>	
<p>Star Project – Engage with 12 young people per year using sport as a diversionary activity to reduce cost</p>	<p>Clear steer from management team Weekly attendance figures Academic results Number of young people not</p>

Waverley Leisure Development Plan 2012-2015

to society	delivering a project at the Wey Centre c) Continue to develop ASDAN and coaching awards for participants	July 2012	permanently excluded from school Certification received & Communicate project successes
Social Inclusion – Improve public health and reduce inequalities in access to leisure activities	a) Identify outcomes related to corporate target groups, including health promotion, older people and young people b) Work with other partners to assess and address local need	Dec 2012 Dec 2012	Service plan and budget in place Analysis completed and plan collated
Community Games - working with YMCA. Continue with games at The Charitrys, Ockford Ridge, Wrecclesham and Haslemere and include 3 other estates	a) Increase number of games from 5 to 8 per year b) Tender for a provider to help deliver games with volunteers c) Partner with a local community group / voluntary organisation to help with fundraising	Oct 2013	Increased participation – number of volunteers Number of participants Number of partnerships with new voluntary organisations
Doorstep club - To hold two doorstep clubs in Ockford Ridge and Wrecclesham	a) To work with relevant community associations to hold sessions, evaluate and develop doorstep clubs and street games	Aug 2013	Number of attendees Level of funding secured Retention on the club Signposting to other games / sports / organisations
<p>Legacy</p> <p>Objectives met: Increase Participation in Physical Activity Improve the quality of life of residents Improve community involvement with WBC Affordable leisure for all</p>			
Develop a Cycling club in Cranleigh	a) Work with partners to access funding b) Set up club to be self sufficient	Jan 2013 July 2012	Number of SLAs KPIs Evaluation
Develop Archery in Haslemere	a) Organise an archery taster event at The Edge b) If there is sufficient interest run and Archery course at The Edge	Oct 2012 Feb 2013	Number of participants Expressions of interest in joining a club Number of participants taking part and complete the course.

Waverley Leisure Development Plan 2012-2015

<p>Elite athlete grant – Support for Godalming, Haslemere and Farnham sports councils to deliver and develop successful schemes to support local talented athletes</p> <p>FANS/FACS – To have at least 15 live memberships on the database to help talented local athletes with training costs</p>	<p>c) If there is enough interest the aim is to set up a club to be based at The Edge</p> <p>a) Continue to represent Waverley on the Godalming and Haslemere panels</p> <p>b) Assist Farnham Sports Council through their set up process to get the new scheme up and running</p>	<p>Oct 2013</p> <p>Ongoing</p> <p>Dec 2012</p> <p>Dec 2012</p> <p>Dec 2012</p>	<p>Successful club up and running</p> <p>Minutes</p> <p>Scheme in place with suitable applicants</p> <p>New flyers circulated & number of applications on FACs database</p> <p>Meeting minutes</p>
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Waverley Leisure Development Plan 2012-2015

Glossary of Terms

'No Strings' Badminton: A new initiative from Badminton England to encourage more people to participate in the sport. Sessions deliver a no commitment, pay per use badminton session and allow individuals the opportunity to access coaching and match play without the commitment of joining a club. Participants are free to turn up to as many or as few sessions as they choose.

Active Waverley: A stakeholder group which is made up of WBC, Sports Council Chairs, DCL, NHS, School Games Organiser and Active Surrey.

ASDAN: A nationally recognised awarding body that offers skills based learning. Their curriculum is the most flexible of the National Qualifications Framework and can count towards academic points.

Back 2 Badminton: An initiative from Badminton England to encourage people who have previously played badminton to get back into the sport. The sessions are designed to remove any barriers that people might have about participating.

Chance to Shine: A national scheme from the ECB, being administered by Surrey Cricket. The project is developing all elements of young people's cricket by developing school-club links, with over £9,000 of funding allocated to develop the scheme within Waverley. WBC and the cricket clubs are currently formulating a project plan to deliver this project. The scheme will measure a number of KPI's, including: new teams that are created; the number of new schools taking part in cricket; number of children participating in coached sessions; and the number of new girls sections.

Club Development Forums: Run in partnership with Guildford Borough Council to discuss key issues affecting clubs such as Clubmark, and funding the Olympics. This is a very effective way of communicating directly with clubs, as you can interface with a number of partners who have common concerns and they can also learn from each others best practice.

Clubmark: A nationally recognised accreditation scheme for sports clubs. It ensures clubs approach their duties in a professional manner meeting minimum operating standards for crucial issues such as equity, accessibility and safeguarding. It also requires clubs to improve their infrastructure by improving staff qualifications, club structures and development planning. In addition, Clubmark in its simplest sense results in increased participation and longevity of membership (more people participating for longer) and increased external investment.

Coach Education: Sports coaches are now required to attend a number of CPD qualifications, in addition to their sports specific qualifications, to maintain their licences. These include things like basic safeguarding, equity and first aid training.

Exercise Referral, Weight Management, and Cardiac Rehabilitation: Three highly specialised programmes referred to as 'Exercise on Prescription', which help to rehabilitate or prevent a range of health conditions. The main aim is to improve the health of residents, by easing the symptoms through exercise, with therefore a reduced cost to the NHS and society.

FACS: The Free Access for County Sports people scheme allows athletes of County Standard to free access of any of the Waverley leisure centres, and is administered by WBC.

Waverley Leisure Development Plan 2012-2015

FANS: The Free Access for National Sports people scheme allows athletes of a National Standard in their chosen sport to access any sports facility in Surrey for free, and is administered by Active Surrey.

NGB: National Governing Body.

Over 50s Exercise: WBC run weekly exercise and mobility classes across the borough for the older population. Classes are run in our sheltered housing units and community buildings, with the overall objective to improve health and therefore help people maintain their independence for as long as possible.

Sport Relief Mile: A national event, which Waverley will participate in for the first time in March 2012. It is a mass participation fun run which will provide 1, 3 and 6 mile loops for participants to walk, jog or run.

Star Project: A partnership project which takes 12 of the most vulnerable young people in the borough and uses sport as a rehabilitative / diversionary tool. It is combined with key skills learning to improve the prospects and outlook of the young people involved. The programme has a 100% success rate of enabling young people to avoid permanent exclusion.

Surrey Youth Games: The Games are an Olympic style event, in which all eleven districts and boroughs in Surrey enter teams into thirteen different sports. There are events are fully inclusive and for all ages, including young people with disabilities. The aim of the Games is to develop sport in Waverley by:

- Increasing the number of people becoming qualified in sports coaching and officiating
- Increasing the number of sports clubs becoming accredited by their National Governing Body, thereby improving the quality of sports clubs in Waverley
- Increasing the number of young people taking part in competitive sport, and continuing to take part in sport after the Games
- Creating new junior sports clubs or sections

SuSDOF: The Surrey Sports Development Officer's Forum is a group that meets once a quarter with other key partners to discuss county wide issues, share best practise and discuss opportunities for increased shared working.

Walks for Health: A national scheme devised by the Department of Health to encourage inactive residents to engage in some light, social walking activity, as part of an organised group, to improve their health.

Waverley and Ash School Games: All secondary schools in the borough are invited to take part in the one day Waverley and Ash School Games, as part of National School Sport Week, to provide an Olympic legacy competition in Waverley. On average, 350-400 students take part in the Games.

WAVERLEY BOROUGH COUNCIL

EXECUTIVE
8 JANUARY 2013

Title:

TRANSFER OF ELLENS GREEN PUMPING STATION TO THAMES WATER

**[Portfolio Holders: Cllrs Mike Band & Stephen O'Grady]
[Wards Affected: Alfold, Cranleigh Rural and Ellens Green Ward]**

Summary and purpose:

The Executive is asked to authorise Waverley entering into a Deed of Rectification to transfer the Ellens Green Pumping Station, shown coloured black on the attached plan, to Thames Water Utilities Limited.

How this report relates to the Council's Corporate Priorities:

There are no implications to the Council's Corporate Priorities as this matter deals with Thames Water Utilities' statutory duties as opposed to Waverley's.

Equality and Diversity Implications:

The transfer of the pumping station is necessary in connection with the upgrading works that Thames Water is undertaking on the local sewers.

Environment and Climate Change Implications:

The pumping station needs to be renovated which is necessary to help increase the storage capacity and comply with the conditions set out by the Environment Agency's Conditions of Consent to Discharge. There are no climate change implications.

Resource/Value for Money Implications:

There are no positive resource/value for money implications as Waverley is not entitled to demand payment for the transfer. There will, however, be a small cost in legal time.

Legal Implications:

Some legal time will be required for the transfer processes, though the majority of the works will be undertaken by Thames Water's solicitor.

Background

1. By the Water Act 1973, water supply and sewage was removed from the local councils and given to water authorities, who were later privatised. Along with the responsibility for water supply and sewage, the water authorities received the title to lands required for these services.
2. After reorganisation of local authorities in 1974, Waverley sought to transfer all land that should be in the water authorities' control to those authorities. Unfortunately, Waverley was not aware that it owned the pumping station at Ellens Green until Thames Water requested its transfer. The company has already approached the Land Registry to have the title transferred to it. The Land Registry requires a Deed of Rectification between Waverley and Thames Water that will, in effect, transfer the pumping station to Thames Water.
3. As the transfer of land is a requirement under the Water Act, Waverley will be unable to demand payment or have its legal fees paid. However, much of the legal work will be undertaken by Thames Water's solicitors, which will reduce Waverley's costs.

Recommendation

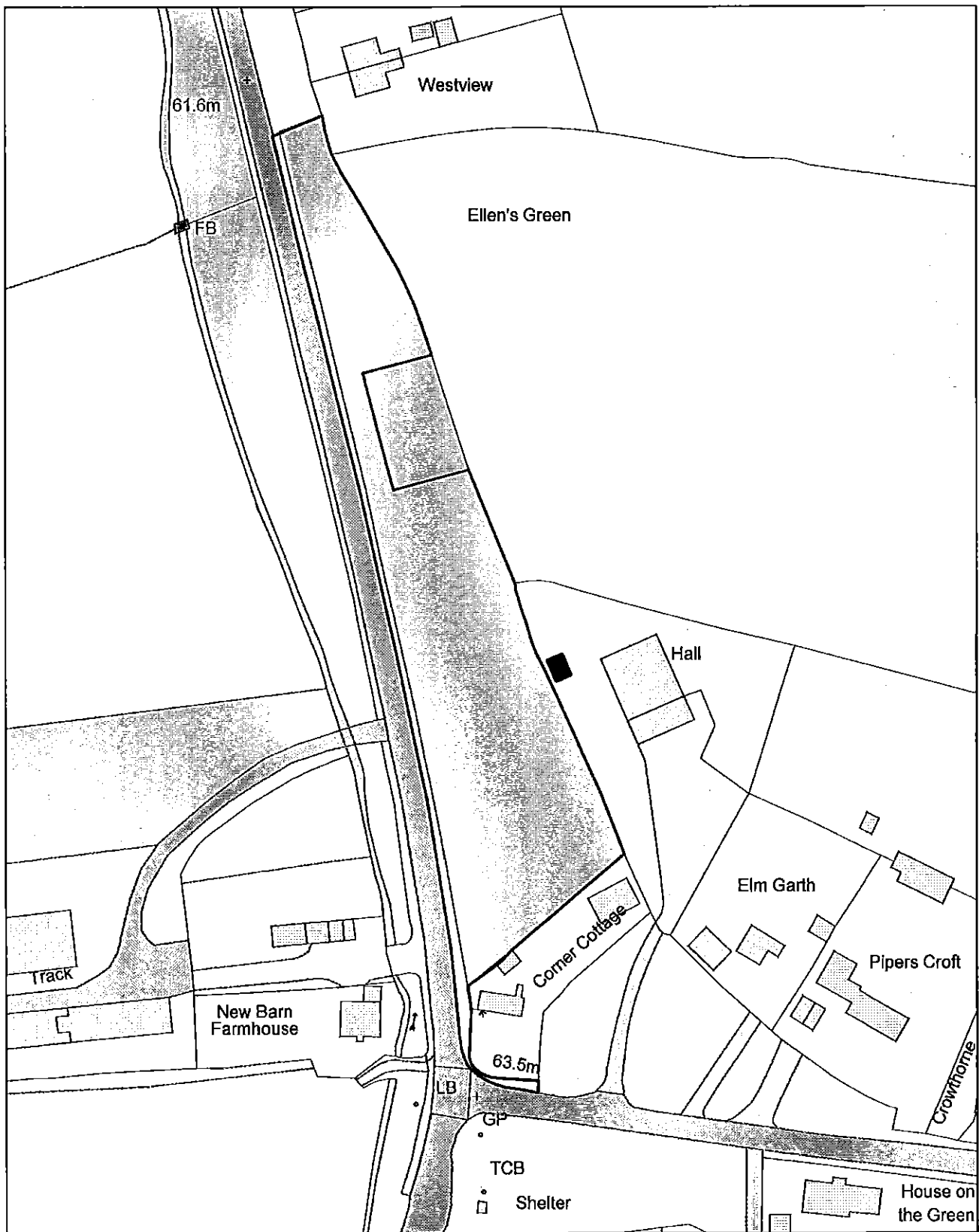
It is recommended that authorisation be given for Waverley to enter into a Deed of Rectification to transfer the pumping station at Ellens Green to Thames Water Utilities Limited, each party to bear its own costs.

Background Papers

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

CONTACT OFFICER:

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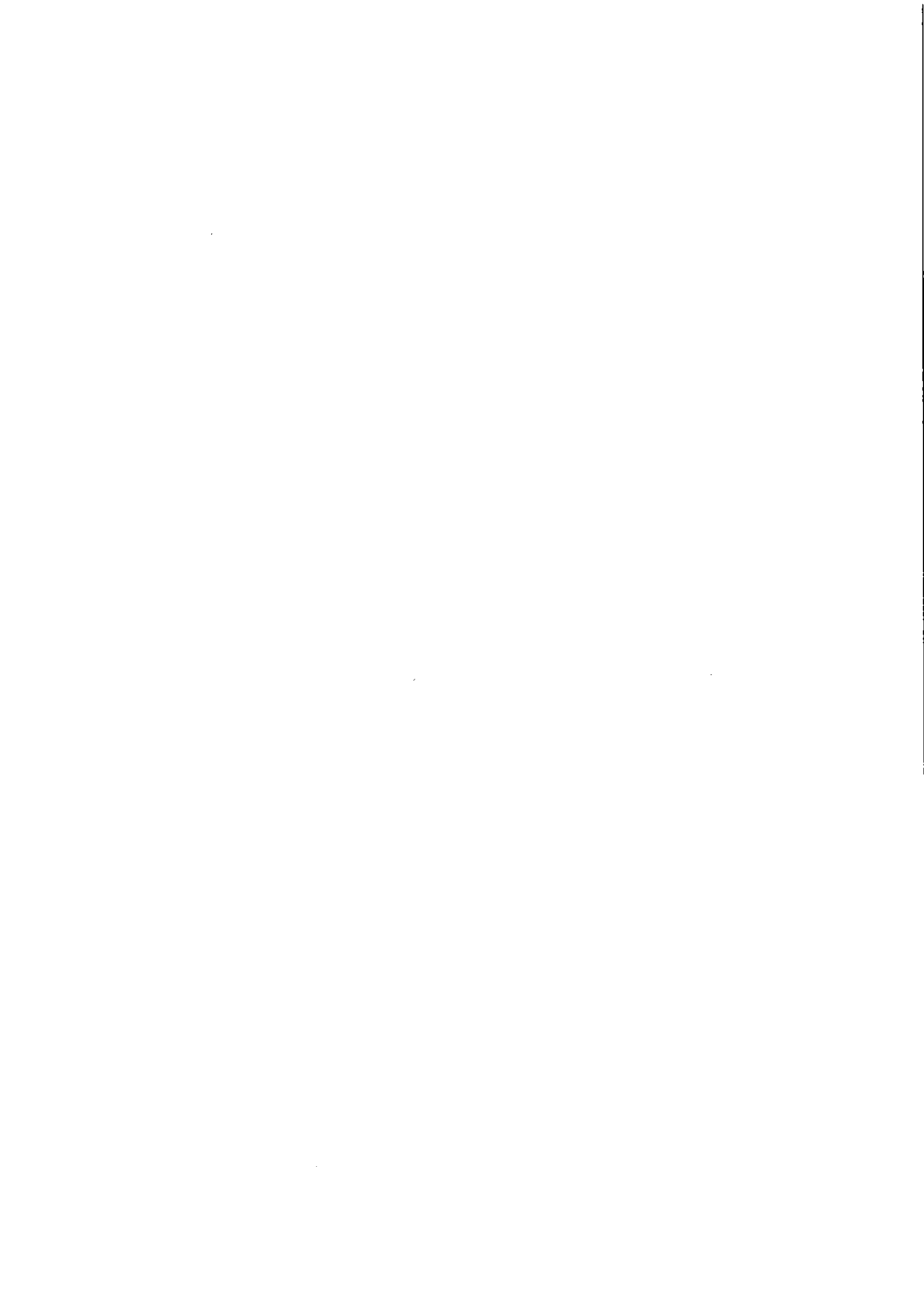
Ellens Green Pumping Station

Scale 1: 1,250

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WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 8 JANUARY 2013

Title:

**NEW LEASE TO CRANLEIGH CRICKET CLUB, CRANLEIGH COMMON
CRANLEIGH**

**[Portfolio Holders: Cllrs Mike Band & Julia Potts]
[Wards Affected: Cranleigh West]**

Note Pursuant to Section 100B(5) of the Local Government Act 1972

An annexe to this report 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 3 of Part I of Schedule 12A to the Local Government Act 1972, namely:-

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

Summary and purpose:

Authorisation is sought for the grant of a new lease to Cranleigh Cricket Club following the expiry of their existing lease. Terms and conditions of the proposed lease are set out in the (Exempt) Annexe.

How this report relates to the Council's Corporate Priorities:

The proposals contained within this report will contribute towards a number of the Council's corporate priorities.

- Value for Money – The proposal should bring financial savings to the Council whilst maintaining a high quality provision of sports facilities in the borough. It will also ensure our activities are customer focused whilst providing good value for money.
- Leisure and Lives – Through improving opportunities for all to take part in sport and recreation, and protecting the status of recreation grounds for formal and informal recreation. The provision of a high quality and well maintained sports and recreational areas will improve the quality of life for children, young people, adults and the more vulnerable in society.
- Environment – Seek to improve the carbon footprint of sports facilities across the borough, through encouraging better energy usage and improved energy conservation when constructing or developing buildings.

Equality and Diversity Implications:

The recommendations arising from this report are intended to ensure equality of treatment of all users of the Council's outdoor sports facilities and will have beneficial implications for social inclusion, equality, participation and community cohesion. Compliance will be sort in all arrangements with sports facilities in regards to the requirements of Disability Discrimination Act (DDA) and provide and promote equal opportunities for all.

Environment and Climate Change Implications:

Seek to improve the carbon footprint of sports facilities across the borough, through better energy usage and improved energy conservation practices in regards to pavilions and associated electrical systems.

Resource/Value for Money Implications:

Waverley will receive a market rent for the premises that will be reduced by an amount to take into consideration the work undertaken by the Club that would otherwise be the Council's responsibility. The net benefit to Waverley is indicated in the (Exempt) Annexe. The proposals should also help attract significant capital grant funding to the Borough.

Legal Implications:

Each side is to bear its own legal costs.

Background

1. Cranleigh Cricket Club is a well-established organisation that has played on the common for over 150 years. It is a CASC registered club with a large juniors section and ties to local schools. The clubhouse and grounds, however, require significant investment in order to bring them up to an acceptable level. The clubhouse ideally should be redeveloped, while the drainage of the cricket field is inadequate and the nets and artificial wicket need replacing.
2. The above works will cost in excess of £400,000. The club is seeking grant funding to assist in meeting these costs. Most funding bodies require that the grantees have security of tenure for a period of time sufficient to recoup the investment made: in this instance, it is expected that funding bodies would want to see leases in excess of 25 years. Given the amount of work that is required, the club proposes to space its grant applications over a number of years. It has therefore requested a 50 year lease to give it the security it needs over this period.
3. The proposed lease structure has been developed to meet long-term needs while providing the flexibility necessary for changes to management over the period of the lease. It provides a framework for those responsibilities that will be fixed throughout the length of the term and incorporates a Management

Agreement that is reconsidered annually. The main terms and conditions for the lease and management agreement are set out in the (Exempt) Annexe. The basic lease is used with little modification for other clubs in the borough while the Management Agreement can be modified according to site specific requirements.

4. In order to ensure that all clubs within the borough are treated equally, Waverley will charge a rent for the lease based on similar rents for similar properties within the Borough for. However, it is proposed to set this against a rent-related grant that will take into consideration the work undertaken by the club that would otherwise be the Council's responsibility to do and fund.

Recommendation

It is recommended that:

1. Waverley grants a lease of the land shown outlined on the plan annexed to Cranleigh Cricket Club for 50 years on terms and conditions set out in the (Exempt) Annexe, other terms and conditions to be agreed by the Estates and Valuation Manager; and
2. the rent-related grant proposed in the (Exempt) Annexe be agreed.

Background Papers

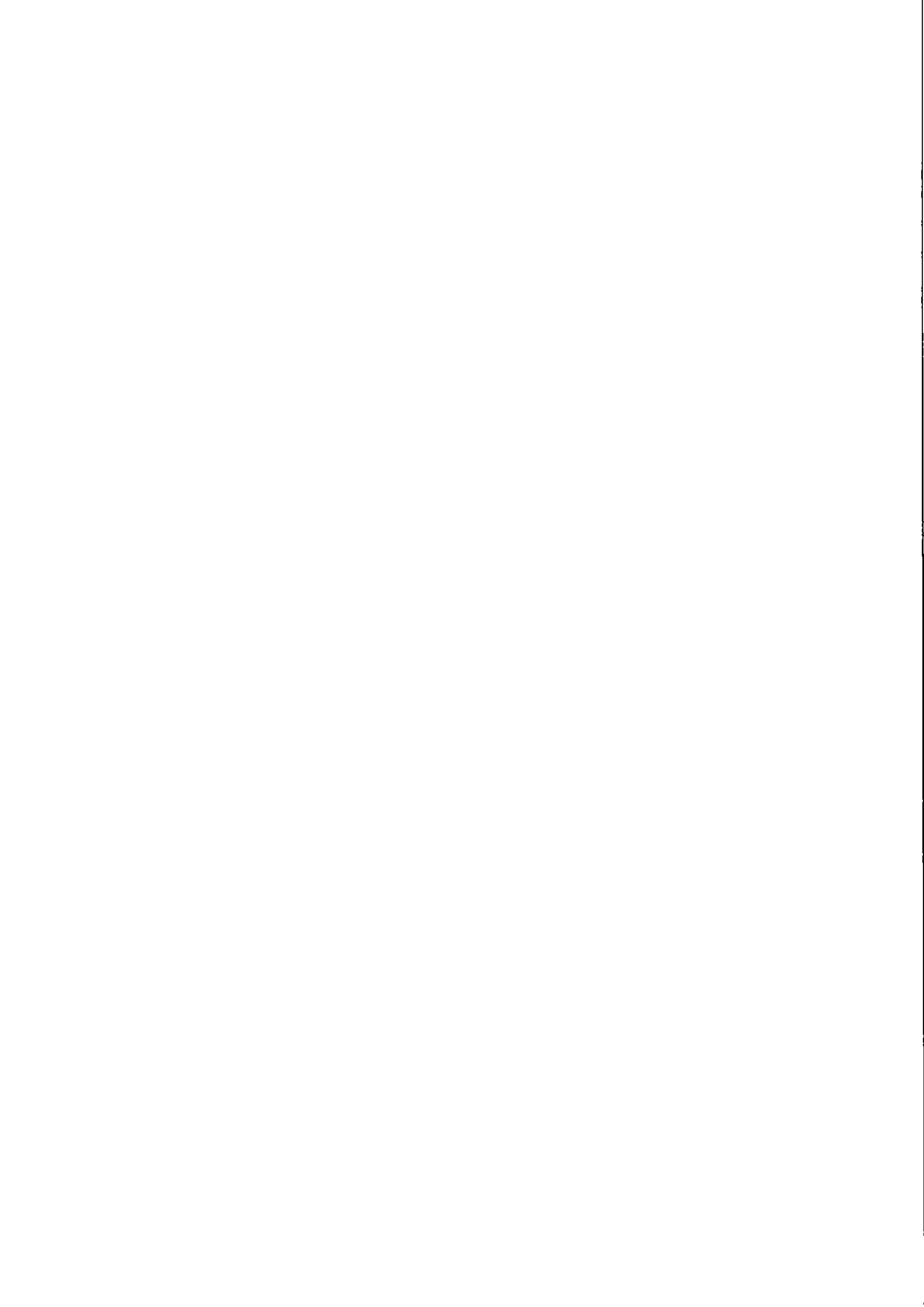
There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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CALENDAR OF MEETINGS 2013/2014

<u>MAY 2013</u>					
1	W		16	M	COMMUNITY O & S
2	TH	SURREY CC ELECTIONS	17	T	AUDIT
			18	W	
			19	TH	
6	M	MAY BANK HOLIDAY	23	M	CORPORATE O & S
7	T		24	T	
8	W		25	W	JPC (if required)
9	TH		26	TH	LICENSING
13	M	ANNUAL COUNCIL, JPC AND LICENSING	30	M	
14	T				
15	W	AREA PLANNING (S&W)			
16	TH				
20	M				
21	T				
22	W	AREA PLANNING (E&C)			
23	TH				
27	M	SPRING BANK HOLIDAY			
28	T				
29	W	JPC (if required)			
30	TH	LICENSING			
<u>JUNE 2013</u>					
3	M				
4	T	EXECUTIVE			
5	W				
6	TH				
10	M				
11	T				
12	W	AREA PLANNING (S&W)			
13	TH				
17	M	COMMUNITY O & S			
18	T	STANDARDS			
19	W	AREA PLANNING (E&C)			
20	TH				
24	M	CORPORATE O & S			
25	T	AUDIT			
26	W				
27	TH				
<u>JULY 2013</u>					
1	M				
2	T	EXECUTIVE			
3	W				
4	TH				
8	M	JOINT TOWNS AND PARISHES			
9	T				
10	W	AREA PLANNING (S&W)			
11	TH				
15	M				
16	T	COUNCIL			
17	W	AREA PLANNING (E&C)			
18	TH				
22	M	(O AND S RESERVE)			
23	T				
24	W	JPC (if required)			
25	TH	LICENSING			
29	M				
30	T				
31	W				
<u>AUGUST 2013</u>					
1	TH				
5	M				
6	T				
7	W	AREA PLANNING (S&W)			
8	TH				
12	M				
13	T				
14	W	AREA PLANNING (E&C)			
15	TH				
19	M				
20	T				
21	W				
22	TH				
26	M	SUMMER BANK HOLIDAY			
27	T				
28	W				
29	TH				
<u>SEPTEMBER 2013</u>					
2	M				
3	T	EXECUTIVE			
4	W	AREA PLANNING (S&W)			
5	TH				
9	M				
10	T				
11	W	AREA PLANNING (E&C)			
12	TH				
16	M				
17	T				
18	W	(O AND S RESERVE)			
19	TH				
23	M				
24	T				
25	W	CHRISTMAS DAY			
26	TH	BOXING DAY			
30	M				
31	T				
<u>JANUARY 2014</u>					
1	W	NEW YEAR'S DAY			
2	TH				
6	M				
7	T	EXECUTIVE			
8	W	AREA PLANNING (S&W)			
9	TH				
13	M				
14	T				
15	W	AREA PLANNING (E&C)			
16	TH				
20	M	JOINT O AND S			
21	T	STANDARDS			
22	W				
23	TH				
27	M	COMMUNITY O & S			
28	T	CORPORATE O & S			
29	W	JPC (if required)			
30	TH	LICENSING			
<u>FEBRUARY 2014</u>					
3	M				
4	T	EXECUTIVE			
5	W	AREA PLANNING (S&W)			
6	TH				
10	M				
11	T				
12	W	AREA PLANNING (E&C)			
13	TH				
17	M				
18	T	COUNCIL			
19	W				
20	TH				
24	M	(O AND S RESERVE)			
25	T				
26	W				
27	TH				
<u>MARCH 2014</u>					
3	M				
4	T	EXECUTIVE			
5	W	AREA PLANNING (S&W)			
6	TH				
10	M	COMMUNITY O & S			
11	T				
12	W	AREA PLANNING (E&C)			
13	TH				
17	M	CORPORATE O & S			
18	T	AUDIT			
19	W	JPC (if required)			
20	TH	LICENSING			
24	M	(O AND S RESERVE)			
25	T				
26	W				
27	TH				
31	M				
<u>APRIL 2014</u>					
1	T	EXECUTIVE			
2	W				
3	TH				
7	M				
8	T				
9	W	AREA PLANNING (S&W)			
10	TH				
14	M				
15	T	COUNCIL			
16	W	AREA PLANNING (E&C)			
17	TH				
18	F	GOOD FRIDAY			
21	M	EASTER MONDAY			
22	T				
23	W				
24	TH				
28	M	(O AND S RESERVE)			
29	T				
30	W				
<u>MAY 2014</u>					
M	5	MAY BANK HOLIDAY			

NB. Licensing meetings take place at 10am
* To be confirmed