

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 5 NOVEMBER 2013

SUBMITTED TO THE COUNCIL MEETING – 10 DECEMBER 2013

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

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|----------------------------------|--------------------------|
| * Cllr Robert Knowles (Chairman) | * Cllr Julia Potts |
| Cllr Mike Band (Vice-Chairman) | * Cllr Stefan Reynolds |
| * Cllr Brian Adams | * Cllr Adam Taylor-Smith |
| * Cllr Carole King | * Cllr Keith Webster |
| Cllr Stephen O'Grady | |
- * Present

84. MINUTES

The Minutes of the Meeting of the Executive held on 3rd October 2013 were confirmed and signed.

85. DECLARATION OF INTERESTS

There were no declarations of interest.

86. QUESTIONS

The Executive received the following question from Mr Patrick Haveron in accordance with Procedure Rule 10:-

“What has been the cost of the Waverley Core Strategy process since 2007, including public consultations, meetings, questionnaires and external consultants”

The Leader gave the following response:-

“The Cost of Waverley’s Core Strategy process since 2007 has been £204,000. A full breakdown of the costs is on the Local Plan pages of our website. What is also worth noting is the amount of the work done so far that can be used as part of the resubmission- we estimate that this amounts to £160,000 of the money spent so far. In other words, about 80% of the cost has not been wasted. Prior to 2007, under the Liberal Democrat administration, £83,275 and this not useable again”.

PART I - RECOMMENDATIONS TO THE COUNCIL

87. BUDGET MANAGEMENT REPORT OCTOBER 2013

The Executive received the Budget Management Report projecting the likely outturn position for 2013-14 based on projections to the end of September 2013. It followed on from the Budget Management report to Executive on 1 October 2013 by identifying any changes to items reported previously.

87.1 The Executive noted the detailed monitoring report for the General Fund Capital Programme to the end of August. In particular, it was noted that The Herons leisure centre refurbishment project was progressing and officers were currently working with the preferred contractor to develop costed proposals which would maximise the improvements to the centre within the approved budget and increase the revenue generated from the centre.

87.2 When the original capital budget was agreed by Council in February 2013, the expenditure profile over the financial years was agreed. Now that the project plan was more advanced officers have been able to work with the contractor to assess with more precision how much expenditure was likely to fall in each year. The Executive considered the proposal and recommends to Council that the Capital Programme be amended to reflect the proposed rescheduling set out in the table below:

Estimated Expenditure	2012/2013 £	2013/2014 £	2014/15 £	Total £
Current approved expenditure profile (650k slippage from 2012/13 to 2013/14)	720,000	1,700,000	400,000	2,820,000
Revised expenditure profile	69,000	200,000	2,551,000	2,820,000

87.3 The final proposals will be reported to Members in February 2014 for approval and the project is scheduled for final completion late in 2014.

87.4 The Executive also received the detailed monitoring report for the HRA Capital Programme noting a slippage of £500,000 for Alterations was requested predominantly due to the work at Ockford Ridge being put on hold pending further investigations into options. It was also proposed to use £40,000 of the overall Programme to replace two leaking sewerage tanks with modern septic tanks.

87.5 The Executive noted that projections at the end of September indicated a further improvement to the General Fund surplus which was now projected at £243,000. There were indications of further improvements in some areas and, if confirmed, these would be reported as part of the next Budget Management Report. The projected shortfall on the HRA would be kept under review and, where possible, steps would be taken to mitigate the situation.

87.6 The Executive RESOLVED to

1. Approve the use of £40,000 of the HRA Capital Programme to replace two leaking sewerage tanks with modern (Klargester) septic tanks; and
2. Continue to monitor the Budget closely during the remainder of 2013-14.

87.7 The Executive accordingly

RECOMMENDS that

- 1. the revised scheduling of the Herons capital budget to reflect the updated expenditure profile of this scheme including rescheduling of £2.15m from 2013-14 to 2014-15 be approved; and**
- 2. the rescheduling of £500,000 of the HRA Capital Programme for Alterations to 2014-15, reflecting the latest position at Ockford Ridge, be approved.**

[Reason: to provide a projection of the total expenditure and income position for the General Fund and the HRA for 2013-14 and for September compared with the budget]

88. GODALMING TOWN CENTRE CONSERVATION AREA APPRAISAL

88.1 Godalming Town Centre is one of 43 Conservation Areas (CA) in Waverley. Currently only five Conservation Area Appraisals (CAAs) have been completed (Wrecclesham, Bramley, Farnham Town Centre, Wheelerstreet and Chiddingfold).

88.2 This is the second CAA to be completed since 2007, and follows the Wheelerstreet document. Wheelerstreet CAA was a pilot project that helped Waverley formulate a methodology (following the latest English Heritage guidelines) so that the remaining 39 CAAs can be undertaken in a consistent manner.

88.3 CAAs are undertaken to identify and explain the character of the CA. This document will identify the specific qualities of the Godalming Town Centre CA and thereby help to manage change within the CA. It is not enough for a LPA to just designate an area as a CA. Section 71 of the 1990 act explains that “it shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas”. Policy HE8 in the Local Plan states that “the Council will seek to preserve or enhance the character of conservation areas by.....(e) carrying out conservation area appraisals”. It is therefore considered pertinent for Waverley to undertake CAAs with the aim to appraise the character of each CA; identify the qualities which should be preserved and enhanced, and produce a management plan to include proposals for enhancement where necessary. The CAA for Godalming town centre is attached at Annexe 1.

88.4 A Steering Group was set up consisting of Local Councillors, including the County Councillor, members from local amenity groups and the chamber of commerce and officers from Godalming Town Council, Waverley Borough Council and Surrey County Council. A walkabout was conducted with the group and there was regular communication by email and meetings to discuss the draft document. The group’s input was particularly useful in putting

together the Management Plan and environmental enhancement schemes for the CA.

- 88.5 A robust public consultation was undertaken in July/August 2013, to support the development of the CAA. 26 responses were received in response to the consultation. The main issues raised related to the proposed Management Plan. As a result it has been updated to include additional issues such as litter and fly posting. Recommendations for environmental enhancement to Wiggins Yard, the public realm outside the Red Lion and Station Road were also supported.
- 88.6 A potential new CA just outside Godalming Town Centre on Westbrook Road will also be examined as a separate piece of work.
- 88.7 The Godalming Town Centre CAA document identifies the specific qualities of the CA and thereby helps to manage change within the area. It has been subject to a robust consultation process to ensure residents and interested stakeholders had the opportunity to comment on and shape the final document.
- 88.8 It is proposed that the appraisal be adopted as a material consideration to be used in the determination of any application for planning permission and listed building consent within the conservation area.
- 88.9 The Executive accordingly

RECOMMENDS that

3. The Conservation Area Appraisal for Godalming Town Centre be approved.

[Reason: to recommend that the Godalming Town Centre Conservation area Appraisal (CAA) be adopted by the Council as a material consideration and used in the determination of any application for planning permission and listed building consent within the Conservation Area (CA)]

89. DEVELOPMENT OF NINE HOMES IN FARNCOMBE

- 89.1 In February 2013, the Council consulted with local residents about the potential development of three small sites in Binscombe and Farncombe to provide nine affordable homes to meet local housing need. The mix and type of affordable homes on these sites include:

Site	Type and tenure
Badgers Close	4 x 2bed 4person chalet bungalows for social rent
Silo Drive	2 x 3bed 5person houses for social rent
Warren and Perrior Road	3 x 2bed 4person houses for social rent

- 89.2 Following further community consultation and Full Council approval to apply for planning permission, Gerry Lytle Associates Ltd submitted applications for the three sites at the end of March 2013. Planning permission was granted on 22nd May 2013.
- 89.3 Pre-development services have been provided by Michael Edwards and Associates (MEA) in the role of Employers Agent and Coopers and Withycombe and Pope Consulting to provide structural and services engineering services respectively. At the early stage of the project, the pre-development costs have been funded by the approved budget of £83,500 from the New Affordable Homes Reserve.
- 89.4 Prior to tendering the build contract, adverts have been placed on the South East Business Portal to seek expressions of interest from contractors through a pre-qualification questionnaire. Eight contractors responded and financial checks have been completed on each of these. Tender documents will be issued to four short-listed contractors in November.
- 89.5 The project will be procured in line with the Council's Contract Procedure Rules.
- 89.6 A start on site is anticipated in February 2014 and the build programme is estimated to take 12 months. The implementation of the project plan will be monitored by the Housing Delivery Board.
- 89.7 MEA has produced the following cost estimates, including build costs, professional fees and pre-development survey costs and a contingency for each site:

	Badgers Close	Silo Drive	Warren/Perrior
Build costs	510,000	297,000	312,000
Professional fees (including pre-development costs)	30,000	30,000	30,000
Contingency (5%)	27,000	16,350	17,100
Total	567,000	343,350	359,100

- 89.8 The suggested budget split for the next two years is:

Site	2013/14	2014/15	Total
Badgers Close	60,000	507,000	567,000
Silo Drive	30,000	313,350	343,350
Warren/Perrior	50,000	309,100	359,100
Total	140,000	1,129,450	1,269,450

- 89.9 The forecast return, based on the net rental stream over 30 years is £1,033,000.

89.10 The Executive accordingly

RECOMMENDS

4. **The allocation of £1.27million from the New Affordable Homes Reserve (phased £140,000 in 2013/14 and £1,130,000 in 2014/15) for the developments at Badgers Close, Silo Drive and land at the corner of Warren and Perrior Road be approved; and**
5. **A development consultant and a build contractor be appointed in accordance with the Council's Contract Procedure Rules to deliver nine new affordable homes within the agreed budget.**

[Reason: following planning permission approval to seek approval for funding from the New Affordable Homes reserve in 2013/14 and 2014/15 for this development]

Part II – Matters Reported in Detail for the Information of the Council

There were no matters falling within this category.

Part III – Brief Summaries of Other Matters Dealt With

90. EXECUTIVE FORWARD PROGRAMME

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

91. TREASURY MANAGEMENT PERFORMANCE AND MID-YEAR REVIEW OF THE 2013/14 STRATEGY

RESOLVED that

1. The Treasury Management Performance for 2013/14 and the approach to Treasury Management activity, as set out in the current Treasury Management Strategy, be endorsed; and
2. officers submit a report advising of any changes to the existing strategy and the likely result of those changes to a future meeting of the Executive.

[Reason: to summarise Waverley's Treasury Management performance at the mid-year and to review the performance of Waverley's current TM Strategy and make any necessary recommendations.]

92. THE WAVERLEY BOROUGH LOCAL PLAN

RESOLVED that

1. The scope of the new Local Plan and the new timetable (as amended to show the correct plan adoption date of Oct/Nov 2015) be endorsed; and
2. The emerging conclusions of the SHMA and the draft Traveller Accommodation Assessment be noted.

[Reason: To set out the broad programme for taking forward the development of the Local Plan for Waverley following the withdrawal of the Core Strategy from the Examination.]

93. CONSULTATION FROM GUILDFORD BOROUGH COUNCIL ON THE LOCAL PLAN STRATEGY AND SITE ISSUES AND OPTIONS

RESOLVED that the response to the consultation from Guildford Borough Council be approved.

[Reason: To seek approval to the proposed response to the consultation.]

94. SURREY LOCAL FLOOD RISK MANAGEMENT STRATEGY

RESOLVED that

1. The ambitions of the draft Surrey Local Flood Risk Management Strategy be endorsed; and
2. Surrey County Council be requested to recognise the flood risk associated with new development and the need for a multi agency approach to addressing it when taking the Strategy forward.

[Reason: to endorse the draft Surrey Local Flood Risk Management Strategy and to request SCC to recognise the flood risk associated with new development and the need for a multi-agency approach to addressing it when taking the Strategy forward]

95. HOUSES IN MULTIPLE OCCUPATION STANDARDS

RESOLVED that the proposed standards for Houses in Multiple Occupation be endorsed.

[Reason: to introduce a new set of standards for Houses in Multiple Occupation (HMOs) for regulation of living conditions in these properties]

96. STATION LANE AND CHESTNUT AVENUE CAR PARKS – 12 MONTH REVIEW

RESOLVED that

1. A charge continues to be applied for the use of Station Lane car park between the hours of 8am and 7pm and that these remain unchanged for the coming financial year; and

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05.11.13

2. The charging period and schedule of fees at Chestnut Avenue Car Park remain unaltered until at least April 2015.

[Reason: to report the outcome of the actions agreed by the Executive on 2 October in respect of the car parks at Station Lane, Milford Chestnut Avenue]

The meeting commenced at 6.45p.m. and concluded at 7.30p.m.

Chairman