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To: All Members of the Council

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Manager

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Calls may be recorded for training or monitoring

Date: 8 July 2016

Dear Councillor

COUNCIL MEETING - TUESDAY, 19 JULY 2016

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 19 JULY 2016** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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Prior to the commencement of the meeting the Mayor will receive any informal questions from members of the public, for a maximum of 15 minutes.

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

AGENDA

1. MINUTES (Pages 5 - 12)

To confirm the Minutes of the Annual Council meeting held on 10 May 2016 and of the Extraordinary Council meeting held on 24 May 2016 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

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

4. MAYOR'S ANNOUNCEMENTS

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer the following question from Mr Bob Lees, Chairman of the POW Campaign, received in accordance with Procedure Rule 10:-

“During the reviews and discussions of the draft Local Plan, the provision and funding of required infrastructure essential to support delivery of the Local Plan has come up on a number of occasions. An Infrastructure Delivery Plan has been referred to, but is still not available. In order to encourage development the Government has extended the Garden Towns and Cities scheme to encompass Garden Villages. The Garden Village scheme provides for new free standing and sustainable developments in the 1,500 to 10,000 house size. Certainly from a size if not sustainable perspective, it would appear that this Garden Village scheme is targeted at developments such as that proposed at Dunsfold Aerodrome. Although the scheme closes for applications on July 31st it has been open since March this year. Has Waverley Borough Council submitted the proposed Dunsfold Aerodrome development for inclusion in the Garden Villages scheme in order to benefit from some of the Government infrastructure money that would accompany a successful application? And if they have not then why haven't they done so, and what alternative funded plans are in place to provide the required infrastructure?”

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

6. QUESTION TIME

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

7. MOTIONS

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

8. MINUTES OF THE EXECUTIVE

To receive the minutes of the meetings of the Executive (coloured grey):-

8.a Meeting of 7 June 2016 (Pages 13 - 106)

8.b Meeting of 12 July 2016 (To Follow)

9. MINUTES OF THE STANDARDS PANEL (Pages 107 - 110)

To receive the minutes of the Standards Panel held on 13 June 2016 (coloured buff).

10. MINUTES OF THE AUDIT COMMITTEE (Pages 111 - 152)

To receive the minutes of the Audit Committee held on 21 June 2016 (coloured lilac).

11. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 153 - 156)

To receive the minutes of the Licensing and Regulatory Committee held on 7 July 2016 (coloured bright green).

12. PUBLIC FOOTPATH DIVERSION - HURLANDS LANE, DUNSFOLD

Planning permission was granted under WA/2015/0499 for the erection of a detached double garage at Hurlands, Hurlands Lane, Dunsfold. The siting of the garage was proposed across a Public Footpath (Public Footpath 298). The application was considered to be acceptable, and was subsequently approved under delegated powers. The approval was subject to 6 conditions. Condition 6 states:

"The granting of the planning permission does not convey approval to obscure public footpath 298, which would be an offence under separate legislation. This development hereby permitted may not commence on site prior to securing a legal order under Section 257 of the Town and Country Planning Act 1990 to divert public footpath 298"

The applicants have now sought this legal order under the Town and Country Planning Act 1990 and under the Council's constitution, diversion of public rights of way need to be approved by the Council.

Recommendation

It is recommended that, pursuant to Section 257 of the Town and Country Planning Act 1990 (as amended), authorisation be granted for the diversion of footpath 298 to enable the development granted planning

permission under reference WA/2015/0499 to commence.

13. VACANCY ON LICENSING AND REGULATORY COMMITTEE

Following the resignation of Cllr Stewart Stennett from the Licensing and Regulatory Committee, to approve the appointment of Cllr Anna James to take his place on the Committee.

14. EXCLUSION OF PRESS AND PUBLIC

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

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

Agenda Item 1.

1

MINUTES of the WAVERLEY
BOROUGH COUNCIL held in
the Council Chamber, Council
Offices, The Burys, Godalming
on 10 May 2016 at 7.00 pm

* Cllr Chris Storey (Mayor)

* Cllr Simon Inchbald (Deputy Mayor)

- | | |
|--------------------------|-------------------------|
| * Cllr Mike Band | * Cllr Carole King |
| Cllr Paddy Blagden | * Cllr Robert Knowles |
| * Cllr Andrew Bolton | * Cllr Martin Lear |
| * Cllr Maurice Byham | * Cllr Denise Le Gal |
| * Cllr Carole Cockburn | * Cllr Denis Leigh |
| * Cllr Kevin Deanus | * Cllr Andy MacLeod |
| * Cllr Jim Edwards | * Cllr Peter Martin |
| Cllr Brian Ellis | * Cllr Tom Martin |
| Cllr Patricia Ellis | * Cllr Kika Mirylees |
| * Cllr David Else | * Cllr Stephen Mulliner |
| * Cllr Jenny Else | * Cllr David Munro |
| * Cllr Mary Forszewska | * Cllr Nabeel Nasir |
| * Cllr John Fraser | Cllr Libby Piper |
| * Cllr Pat Frost | * Cllr Julia Potts |
| Cllr Michael Goodridge | * Cllr Sam Pritchard |
| * Cllr Tony Gordon-Smith | * Cllr Wyatt Ramsdale |
| * Cllr John Gray | * Cllr Stefan Reynolds |
| * Cllr Ged Hall | * Cllr David Round |
| Cllr Jill Hargreaves | * Cllr Richard Seaborne |
| * Cllr Val Henry | Cllr Jeanette Stennett |
| * Cllr Christiaan Hesse | Cllr Stewart Stennett |
| * Cllr Stephen Hill | * Cllr Simon Thornton |
| * Cllr Mike Hodge | Cllr Bob Upton |
| * Cllr Nicholas Holder | * Cllr Ross Welland |
| * Cllr David Hunter | * Cllr Liz Wheatley |
| * Cllr Simon Inchbald | * Cllr Nick Williams |
| * Cllr Peter Isherwood | * Cllr John Williamson |
| * Cllr Anna James | |

*Present

Apologies

Cllr Paddy Blagden, Cllr Brian Ellis, Cllr Patricia Ellis, Cllr Michael Goodridge, Cllr Jill Hargreaves, Cllr Libby Piper, Cllr Jeanette Stennett, Cllr Stewart Stennett and Cllr Bob Upton

Prior to the commencement of the meeting, prayers were led by the Reverend Sally Davies.

1/16 ELECTION OF MAYOR (Agenda item 1.)

The Mayor invited nominations for the election of Mayor for the Council year 2016/2017.

It was proposed by Cllr Pat Frost and seconded by Cllr Denis Leigh that Councillor Chris Storey be elected Mayor for the ensuing year. Words of support were also offered by the Leader of the Principal Opposition Group and the Independent member on the Council. There being no other nominations, it was

RESOLVED that Councillor Chris Storey be elected Mayor for the year 2016/2017.

2/16 MAYOR TO MAKE DECLARATION OF ACCEPTANCE OF OFFICE (Agenda item 2.)

Having been invested with the Mayoral Robes and Chain of Office, Councillor Chris Storey made the Statutory Declaration of Acceptance of Office and took the chair.

The Mayor thanked members for their words of support and said that it would be an honour and a privilege to fulfil the role of Mayor. He was looking forward to the various engagements across the Borough over the next year and thanked Cllr Band for leading by example and passing on a number of interesting visits to him. He said that his objective throughout his mayoral year was to make Waverley more visible and promote public involvement whenever possible.

3/16 APOLOGIES FOR ABSENCE (Agenda item 3.)

Apologies for absence were received from Cllrs Paddy Blagden, Brian and Patricia Ellis, Michael Goodridge, Jill Hargreaves, Libby Piper, Jeanette and Stewart Stennett and Bob Upton.

4/16 APPOINTMENT OF DEPUTY MAYOR (Agenda item 4.)

The Mayor invited nominations for the appointment of Deputy Mayor for the year 2016/2017.

It was proposed by Cllr Carole King and seconded by Cllr Peter Isherwood that Cllr Simon Inchbald be appointed Deputy Mayor for the ensuing year. There being no other nominations, it was

RESOLVED that Cllr Simon Inchbald be appointed Deputy Mayor for the year 2016/2017.

5/16 DEPUTY MAYOR TO MAKE DECLARATION OF ACCEPTANCE OF OFFICE (Agenda item 5.)

Cllr Simon Inchbald made the Statutory Declaration of Acceptance of Office and thanked those who had spoken in support of his appointment. He said that he was looking forward to the year ahead and would try his best to support the Mayor.

6/16 VOTE OF THANKS TO RETIRING MAYOR (Agenda item 6.)

Cllr Pat Frost proposed a vote of thanks to the retiring Mayor, Cllr Mike Band. She said that he had fulfilled the role with dignity, knowledge and a great understanding of the Borough. This was seconded by Cllr Maurice Byham.

Cllr Band thanked Cllrs Frost and Byham for their kind words. He informed councillors that he attended over 400 events during his mayoral year, ably supported by the Deputy Mayor and the former Mayor, Cllr Liz Wheatley. He also thanked the Town Mayors who worked together to represent the Borough on a number of occasions. Cllr Band was pleased to report that over £40,000 had been raised for his charities and that the profile of the mayoralty had been raised across the Borough.

7/16 MINUTES (Agenda item 7.)

The Minutes of the Meeting of the Council held on 19 April 2016 were confirmed and signed.

8/16 MAYOR'S ANNOUNCEMENTS (Agenda item 8.)

The Mayor announced that his chaplain for his mayoral year would be the Reverend Alan Crawley from St George's Church in Badshot Lea, Farnham. He informed members that his Civic Service would be held there at 3pm on 10 July 2016.

The Mayor announced that he would be supporting the following charities which were close to his heart:

- Change of Scene – a local charity who offer support to children who are excluded from school, introducing them to various activities which teach them skills for self reliance and self respect
- Royal Surrey County Hospital and in particular the Cedar Centre which specialised in diabetes and orthopaedics.

On behalf of councillors, the Mayor offered words of thanks to Robin Pellow, Monitoring and Returning Officer, who was retiring from the Council at the end of June.

9/16 ELECTION OF LEADER (Agenda item 9.)

The Council was informed that Cllr Robert Knowles had stood down as Leader of the Council with effect from the Annual Council Meeting, for health and family reasons.

The Mayor called for nominations for Leader of the Council for the period 2016-2019. It was proposed by Cllr Peter Martin and seconded by Cllr Carole Cockburn that Cllr Julia Potts be elected Leader of the Council. There being no other nominations, it was

RESOLVED that Cllr Julia Potts be elected Leader of the Council for the period 2016-2019.

10/16 APPOINTMENT OF EXECUTIVE AND DEPUTY LEADER (Agenda item 10.)

Cllrs Peter Martin and Julia Potts both offered words of thanks to Cllr Knowles for his courage and fortitude whilst being Leader of the Council for the last six years and all that had been achieved during that time.

The Leader of the Council went on to announce the members of the Executive for 2016/2017 and their portfolio holder responsibilities, along with the appointment of Cllr Tom Martin as Deputy Leader of the Council for the duration of the Leader's term of office, as follows:-

<u>Name</u>	<u>Portfolio Holder Responsibilities</u>
Cllr Julia Potts (Leader)	Corporate Strategy including Policy and Governance, Strategic HR, Brightwells, Representing Waverley, Local Enterprise Partnership (LEP)
Cllr Tom Martin (Deputy Leader)	Customer and Corporate Services
Cllr Brian Adams	Planning
Cllr Andrew Bolton	Economic Development and Grants
Cllr Kevin Deanus	Community Services
Cllr Jim Edwards	Environment
Cllr Jenny Else	Health, Wellbeing and Culture
Cllr Ged Hall	Finance
Cllr Carole King	Housing

11/16 LOCAL GOVERNMENT AND HOUSING ACT 1989. LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990 (Agenda item 11.)

The Leader of the Council moved the adoption of recommendations in Annexe 1 relating to the appointments to Committees for the forthcoming Council year. The Council then

RESOLVED that

1. the principal Committees and the Area Planning Committees, together with the Surrey County Council Local Committee, Standards Panel, Appeals Panel and Emergency Advisory Group for the year 2016/2017 be as indicated in Annexe 1; and
2. the Licensing (General Purposes) and Licensing Act Sub-Committees be constituted as indicated in Annexe 2 to the report [NB. This decision was taken by members of the Licensing and Regulatory Committee only].

The meeting concluded at 8.15 pm

Mayor

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* Cllr Chris Storey (Mayor)

* Cllr Simon Inchbald (Deputy Mayor)

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|--------------------------|-------------------------|
| * Cllr Mike Band | * Cllr Carole King |
| Cllr Paddy Blagden | Cllr Robert Knowles |
| * Cllr Andrew Bolton | * Cllr Martin Lear |
| * Cllr Maurice Byham | Cllr Denise Le Gal |
| * Cllr Carole Cockburn | Cllr Denis Leigh |
| * Cllr Kevin Deanus | * Cllr Andy MacLeod |
| * Cllr Jim Edwards | Cllr Peter Martin |
| * Cllr Brian Ellis | * Cllr Tom Martin |
| * Cllr Patricia Ellis | * Cllr Kika Mirylees |
| * Cllr David Else | * Cllr Stephen Mulliner |
| * Cllr Jenny Else | * Cllr David Munro |
| * Cllr Mary Forsyszewski | * Cllr Nabeel Nasir |
| Cllr John Fraser | Cllr Libby Piper |
| Cllr Pat Frost | * Cllr Julia Potts |
| * Cllr Michael Goodridge | * Cllr Sam Pritchard |
| * Cllr Tony Gordon-Smith | * Cllr Wyatt Ramsdale |
| * Cllr John Gray | Cllr Stefan Reynolds |
| * Cllr Ged Hall | * Cllr David Round |
| Cllr Jill Hargreaves | * Cllr Richard Seaborne |
| Cllr Val Henry | Cllr Jeanette Stennett |
| * Cllr Christiaan Hesse | Cllr Stewart Stennett |
| * Cllr Stephen Hill | * Cllr Simon Thornton |
| * Cllr Mike Hodge | Cllr Bob Upton |
| Cllr Nicholas Holder | * Cllr Ross Welland |
| * Cllr David Hunter | * Cllr Liz Wheatley |
| * Cllr Peter Isherwood | * Cllr Nick Williams |
| * Cllr Anna James | * Cllr John Williamson |

*Present

Apologies

Cllr Paddy Blagden, Cllr John Fraser, Cllr Pat Frost, Cllr Jill Hargreaves, Cllr Val Henry, Cllr Nicholas Holder, Cllr Robert Knowles, Cllr Denise Le Gal, Cllr Denis Leigh, Cllr Peter Martin, Cllr Stefan Reynolds, Cllr Jeanette Stennett and Cllr Stewart Stennett

12/16 APOLOGIES FOR ABSENCE (Agenda item 1.)

Apologies for absence were received from Cllrs Brian Adams, Paddy Blagden, John Fraser, Pat Frost, Jill Hargreaves, Val Henry, Nicholas Holder, Robert Knowles, Denise Le Gal, Denis Leigh, Stefan Reynolds, Jeanette Stennett and Stewart Stennett.

13/16 DECLARATIONS OF INTEREST (Agenda item 2.)

As per the Special Executive meeting held earlier in the evening, Cllr Julia Potts declared a non-pecuniary interest in the report as a member of Farnham Town Council.

As Deputy Leader of Surrey County Council and as the Deputy Chairman of its Investment Board, Cllr Peter Martin had declared a non-pecuniary interest regarding the Brightwells Regeneration Development but due to his close involvement and this conflict of interest, considered that it was appropriate for him to withdraw from the whole meeting and was not therefore in attendance.

14/16 MINUTES OF THE SPECIAL EXECUTIVE - 24 MAY 2016 (Agenda item 3.)

The minutes of the Special meeting of the Executive held earlier in the evening had been tabled and were moved by the Chairman of the Executive and duly seconded. All members of the Council had received the full officer report relating to the Brightwells, Farnham Regeneration Scheme presented to the Executive, in advance of the meeting. The minutes were moved by the Chairman of the Executive and duly seconded.

On moving to the recommendations, it was proposed, and supported by five further councillors, that a recorded vote be taken for Recommendations 1-9 as set out in the report. The voting was as follows:-

For (38)

Cllr Mike Band, Cllr Andrew Bolton, Cllr Maurice Byham, Cllr Carole Cockburn, Cllr Kevin Deanus, Cllr Jim Edwards, Cllr Brian Ellis, Cllr Patricia Ellis, Cllr David Else, Cllr Jenny Else, Cllr Mary Forszewski, Cllr Michael Goodridge, Cllr Tony Gordon-Smith, Cllr John Gray, Cllr Ged Hall, Cllr Christiaan Hesse, Cllr Stephen Hill, Cllr Mike Hodge, Cllr David Hunter, Cllr Simon Inchbald, Cllr Peter Isherwood, Cllr Anna James, Cllr Carole King, Cllr Martin Lear, Cllr Tom Martin, Cllr Stephen Mulliner, Cllr David Munro, Cllr Nabeel Nasir, Cllr Julia Potts, Cllr Sam Pritchard, Cllr Wyatt Ramsdale, Cllr David Round, Cllr Richard Seaborne, Cllr Chris Storey, Cllr Simon Thornton, Cllr Ross Welland, Cllr Liz Wheatley, Cllr Nick Williams.

Against (3)

Cllr Andy MacLeod, Cllr Kika Mirylees and Cllr John Williamson.

There were no abstentions.

RESOLVED that the Minutes of the Special Executive meeting held on 24 May be approved and the recommendations contained therein adopted.

The meeting concluded at 9.03 pm

Mayor

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE - 7 JUNE 2016

SUBMITTED TO THE COUNCIL MEETING – 19 JULY 2016

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

Present

Cllr Julia Potts (Chairman)	Cllr Jim Edwards
Cllr Tom Martin (Vice Chairman)	Cllr Jenny Else
Cllr Brian Adams	Cllr Carole King
Cllr Andrew Bolton	Cllr Ged Hall

Apologies

Cllr Kevin Deanus

6. MINUTES (Agenda item 1)

The Minutes of the Meeting held on 5 April 2016 were confirmed and signed as a correct record.

7. APOLOGIES FOR ABSENCE (Agenda item 2)

Apologies for absence were received from Cllr Kevin Deanus.

8. DECLARATIONS OF INTERESTS (Agenda item 3)

There were no declarations of interest raised under this heading.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

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

9. CRANLEIGH CONSERVATION AREA APPRAISAL (Agenda item 8)

9.1 Cranleigh is one of 43 Conservation Areas (CAs) in Waverley. Currently twelve Conservation Area Appraisals (CAAs) have been adopted (Wrecclesham; Bramley; Farnham Town Centre; Chiddingfold; Wheelerstreet; Godalming Town Centre; Milford; Haslemere; Godalming Crownpits; Ockford Road; Witley and Alfold).

9.2 In 2011, the Executive agreed a programme for the commencement of CAAs which has been extended to 2020. Since the programme has commenced eight CAAs have been adopted, Cranleigh will be the ninth. In accordance with the Planning (Listed Building and Conservation Areas) Act 1990 (Section 71) it is the duty of the local authority to undertake CAAs. This is also supported through saved Policy HE8 of the Waverley Local Plan.

- 9.3 CAAs are undertaken to identify and explain the character of the Conservation Area (CA). This document will identify the specific qualities of the Cranleigh CA and thereby help to manage change within the area. The Management Plan section also identifies a variety of projects that should be implemented to preserve and enhance the area. It is considered pertinent for Waverley to undertake CAAs and this process allows for a review of the boundary and an assessment of adjacent areas to evaluate whether the boundary should be extended.
- 9.4 Seven extensions were proposed to the existing CA boundary and formed part of the consultation. Additionally, two areas were proposed to be removed from the CA. These are detailed within the CAA document, which is attached at Annexe 1.
- 9.5 In the two areas proposed for removal there are a number of trees which have a significant and positive impact on the streetscene. In parallel with this report, the Landscape and Tree Officer is looking to place tree preservation orders on appropriate trees so that protection is retained. Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Council's website.
- 9.6 As part of the consultation process, a Steering Group consisting of members from Cranleigh Parish Council, the local amenity groups (including the Cranleigh History Society, Cranleigh Society and Neighbourhood Plan group), local Councillors, Surrey County Council (including the local SCC Councillor) and the Chamber of Commerce was set up. This group was active in the preparation of the CAA and met regularly to discuss the content. In addition, a walkabout was conducted and environmental enhancement projects for the management plan were highlighted.
- 9.7 A public consultation was undertaken to support the development of the CAA and to ask the public's views of the proposed extensions. 21 responses were received to the consultation which were summarised in the Consultation Statement which is attached as Annexe 2.
- 9.8 The Executive now

RECOMMENDS that

- 10. the Conservation Area Appraisal (CAA) for Cranleigh be adopted as a material planning consideration, to include the following amendments to the boundary:**
- **Extension: Gardens to the rear of The White House and Chase Cottage, The Common.**
 - **Extension: Garden to the rear of Homefield, Guildford Road.**
 - **Extension: The Old Evangelical Church, Mead Road.**
 - **Extension: Brookmead, Horsham Road.**
 - **Extension: Area to the South of the High Street (from the library westwards up to and including Park Gate Cottages).**

- **Extension: Horseshoe Lane extension – five properties to be included to the north of The Common.**
- **Extension: Extension to Cranleigh Common.**
- **Removal: Area of space to the south of Barnside, Horseshoe Lane.**
- **Removal: Little Manor Gardens.**

[Reason: to recommend adoption of the Cranleigh Conservation Area Appraisal as a material planning consideration]

10. SHOPFRONT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (SPD) ADOPTION (Agenda item 10)

10.1 This project has been prompted following the recent adoption of the Farnham Conservation Area Management Plan and Godalming Town Centre and Haslemere Conservation Area Appraisals (CAA). The Management Plans, which form part of the CAAs, recommend that the existing shopfront design guidance be reviewed to ensure that it is up-to-date and relevant.

10.2 National Planning Policy Framework (NPPF) paragraph 57 says it is important to plan positively for high quality and inclusive design; paragraph 60 says local distinctiveness should be promoted and reinforced, but should not stifle innovation, originality or initiative. The Local Plan Saved Policy D4 supports this.

10.3 The Council has some longstanding guidelines relating to the design of shopfronts. The new Shopfront Design Guide SPD, at Annexe 3, aims to provide up-to-date design guidance and good examples for the alteration or installation of shopfronts and shop signage within Waverley, to ensure that future developments are of the highest quality, whilst supporting the local distinctiveness of the towns and villages.

10.4 Once the document is adopted, it will be fully published to incorporate additional photographs and be published on the Waverley website.

10.5 In accordance with the SPD regulations, a formal public consultation was undertaken for six weeks, commencing on Friday 31 July 2015 and ending on Friday 11 September 2015. 14 responses were received to the consultation and were summarised in the Consultation Statement which was presented to the Executive. Overall the production of the document has been well supported, with some useful changes proposed and as a result, a number of amendments have been made to the original document.

10.6 The Executive accordingly

RECOMMENDS that

- 11. the Shopfront Design Guide Supplementary Planning Document (SPD) be adopted as a material planning consideration.**

[Reason: to adopt the SPD as a material planning consideration]

11. RECRUITMENT OF GRADUATE TRAINEE TO THE ENGINEERS' TEAM (Agenda item 13)

11.1 The general issue of succession planning for the Property and Engineering Service was raised with members during the budget process in 2015/16, with support for the investment being recorded by the Portfolio Holders at that time. The proposal has now been explored and evaluated.

11.2 The approach being put forward in response to this particular succession issue is in line with the corporate "Skills Gap and Capacity Management Strategy". The team currently constitutes a FTE of 2.5. The Team Manager is full-time as is one of the Engineers, although he has an agreement to work a 37 hour, four day compressed week. The average age of the team is 60 and so succession planning is a "live" issue, especially given the activity of the team does not readily lend itself to provision by a third party.

11.3 Activity of the team can be summarised as:

- Drainage 0.9 fte
- Street furniture 0.3 fte
- Technical advice/support to other departments - 0.4 fte
- Corporate Property Management 0.7 fte
- Asset Management 0.1 fte.

11.4 There are other areas where the team have involvement e.g. car parking, emergency planning and contract management. The Team has already committed to provide additional technical advice to Parking Services particularly in respect of design and build tendering processes starting with the Haslemere High Street Project. If resourced, this could be a permanent feature of the service. It is fundamental to this proposal that programme and project management will be available to Environmental Services in respect of car parks in particular.

11.5 Whilst in theory it would be possible to procure some of these services via a third party contractor or some sort of shared service arrangement, it is not anticipated that this would effectively preserve the efficacy of the current arrangement. There is real value of having dedicated in-house resource that is familiar with and has detailed knowledge of the range of assets the Engineering Team can have day to day involvement with (e.g. in the event of flood). Therefore, having considered the various options and to ensure continuity, it is proposed that a Graduate Trainee be recruited.

11.6 It is anticipated that in common with other Graduate posts at Waverley, the job will be evaluated as Grade 9 with a starting salary of £21,827. It is hoped that at least one of the current post-holders will remain in post long enough for them to familiarise the successful Graduate with the range of assets, records and day to day demands which would ease any future transition. This is particularly important when considering the detailed knowledge required to enable Waverley to discharge its responsibilities in respect of drainage, water-courses and street furniture. The make up of the team will be re-evaluated as existing post-holders retire and it may be that if this

proposal is successful, it will not be necessary to have to recruit to full-time replacements. Alternatively a two-year contract could be offered.

- 11.7 Funding for the post is expected to be capitalised. Based on the projected budgets for car parking and other corporate capital works, the team will be involved in a capital re-charge which (based on a 10% client fee for parking contracts) would generate between £25-50k per annum.
- 11.8 Research has been undertaken to help understand the job market for substantive Engineers posts. A salary equivalent to at least Grade 6 (our posts are currently graded at 7) might be needed. The intention of this approach by recruiting a graduate trainee is to develop our own resource as opposed to taking our chances in a competitive market.
- 11.9 The Executive now

RECOMMENDS that

- 12. a Graduate Trainee be recruited to the Engineering Team and the post be added to the establishment.**

[Reason: to seek approval to establish a Graduate Trainee post in the engineering team]

12. EXCLUSION OF PRESS AND PUBLIC (Agenda item 19)

At 7.35 p.m. it was

RESOLVED that, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following 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 set out in the following paragraphs in the revised Part 1 of Schedule 12A to the Local Government Act 1972, namely:-

Minute 13

Information relating to any individual (Paragraph 1); and

Minute 14

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

13. LEGAL SERVICES RESTRUCTURE (Agenda item 20)

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

RECOMMENDS that

13. the recommendations set out in (Exempt) Annexe 4 be approved.

14. DISPOSAL OF PROPERTIES (Agenda item 21)

The Executive has considered a report on this matter, attached as (Exempt) Annexe 5 and

RECOMMENDS that

14. the recommendations set out in (Exempt) Annexe 5 be approved.

PART II - MATTERS OF REPORT

15. EXECUTIVE FORWARD PROGRAMME (Agenda item 5)

RESOLVED that the forward programme of decisions for Waverley Borough Council be agreed, subject to moving the HRA Business Plan Review into the Housing Portfolio.

16. REVENUE OUTTURN 2015/16 (GENERAL FUND AND HOUSING REVENUE ACCOUNT) (Agenda item 6)

RESOLVED that

1. the Revenue Outturn position for 2015/16 be noted;
2. Revenue Carry Forwards of £59,703 on the General Fund from 2015/16 to 2016/17 be approved, as detailed at paragraph 18 of the report;
3. the transfer of the net General Fund underspend, after identified commitments, to the Revenue Reserve Fund be approved;
4. Revenue Carry Forwards on the HRA of £25,000 from 2015/16 to 2016/17 be approved, as detailed at paragraph 28 of the report; and
5. officers be requested to undertake a mid-year budget review for 2016/17 and report to the Executive in October.

[Reason: to consider a summary of the revenue outturn for 2015/16.]

17. CAPITAL PROGRAMME OUTTURN 2015/16 (GENERAL FUND AND HOUSING REVENUE ACCOUNT) (Agenda item 7)

RESOLVED that:-

1. the Capital Outturn position for 2015/16 be noted;
2. the transfer of budgets totalling £989,237 be approved, as shown in Annexe 1 of the report, from the 2015/16 General Fund Capital Programme into 2016/17;

3. the spend of £20,000 to carry out small works at Bowring House Day Centre be approved, as detailed in paragraph 8 to be financed from the General Fund capital savings;
4. the transfer of budgets totalling £799,564 be approved, as detailed in Annexe 2 of the report from the 2015/16 HRA Capital Programme into 2016/17;
5. the transfer of budgets totalling £1,718,534 be approved, as detailed at Annexe 3 from the 2015/16 New Affordable Homes programme into 2016/17;
6. the transfer of budgets totalling £379,707 be approved, as detailed at Annexe 4 from the 2015/16 Stock Remodelling programme into 2016/17; and
7. the capital financing set out in paragraph 18 of the report be approved.

[Reason: to seek approval to reschedule expenditure from 2015/16 to 2016/17]

18. EWHURST AND EWHURST GREEN CONSERVATION AREA APPRAISALS
(Agenda item 9)

RESOLVED that the draft Conservation Area Appraisals (CAAs) for Ewhurst and Ewhurst Green be approved for the purposes of public consultation.

[Reason: to approve the drafts for the purpose of public consultation]

19. BROWNFIELD REGISTER PILOT (Agenda item 11)

RESOLVED that the Head of Planning be authorised to

1. publish the pilot brownfield register following the relevant ward member being notified of a suitable site in their ward and raising no objection to the inclusion of that site; and
2. provide feedback to the Government on the preparation of a brownfield register as required by a pilot authority.

[Reason: to update members on the preparation of the pilot brownfield register of sites suitable for housing development and to agree to its publication before the end of June 2016.]

20. REVIEW OF OVERVIEW AND SCRUTINY ARRANGEMENTS (Agenda item 12)

RESOLVED that, having considered the recommendations of the Joint Overview and Scrutiny Committee,

1. the broad findings of the review into OS arrangements at Waverley be endorsed;
2. the Head of Policy and Governance be instructed to report the recommendations to the Constitution SIG, with a report from the SIG to come back to the Executive in July 2016 on changes to the Constitution needed to achieve the desired OS structure and terms of reference;

3. the Head of Policy and Governance be instructed to progress the recommendations for Member and Officer training, and development of guidance on working practices for OS, in liaison with the Chairmen and Vice-Chairmen of OS; and
4. the Head of Policy and Governance be asked to bring back a further report outlining the costs and benefits of different options in respect of officer support for overview and scrutiny at Waverley.

[Reason: to present the findings of the comprehensive review of the Overview and Scrutiny function for endorsement and agree the next steps]

21. APPOINTMENT OF EMPLOYER'S NEGOTIATING TEAM 2016/2017 (Agenda item 14)

RESOLVED that the following members be appointed to the Employer's Negotiating Team for 2016/2017:

Cllr Julia Potts (Leader)	Cllr Tom Martin (Deputy Leader)
Cllr Jim Edwards	Cllr Jenny Else
Cllr Pat Frost	Cllr Peter Isherwood

22. APPOINTMENTS TO SURREY COUNTY COUNCIL LOCAL COMMITTEE TASK GROUPS 2016/2017 (Agenda item 15)

RESOLVED that the following members be nominated to the SCC Local Committee Task Groups for 2016/2017:

Farnham Task Group (3 members)

Cllrs Stephen Hill, Julia Potts and Chris Storey

Godalming, Milford and Witley Task Group (2 members)

Cllrs Simon Thornton and Denis Leigh

Haslemere and Western Villages Task Group (2 members)

Cllrs Brian Adams and Stephen Mulliner

Cranleigh and Eastern Villages Task Group (2 members)

Cllrs Simon Inchbald and Mary Foryszewski

Youth Task Group (2 members)

Cllrs Kevin Deanus and Jeanette Stennett

23. APPOINTMENTS TO OUTSIDE BODIES (Agenda item 16)

RESOLVED that the appointments to outside bodies for 2016/2017 be approved, as set out below:-

		Representative for 2016-2017
A2	Farnborough Aerodrome Consultative Committee	Cllrs Peter Isherwood and Nabeel Nasir
A3	Surrey Leaders Group Surrey Waste Partnership	Cllr Jim Edwards (<i>Portfolio Holder</i>)
A4	Surrey Leaders Group Surrey Climate Change Partnership Member Group	Cllr Jim Edwards (<i>Portfolio Holder</i>)
A5	Local Government Association Rural Commission	Cllr Mike Band
A7	South East England Councils	Cllr Julia Potts [Reserve: Cllr Tom Martin]
A8	South East Employers	Cllr Julia Potts (<i>Portfolio Holder</i>)
A12	Surrey Museums Consultative Committee	Cllr Jenny Else (<i>Portfolio Holder</i>)
A15	Surrey Leaders Group	Cllr Julia Potts
A16	Surrey Rural Partnership	Cllr Mike Band
A17	Parking and Traffic Regulation Outside London Adjudication Joint Committee	Cllr Jim Edwards (<i>Portfolio Holder</i>)
A19	District Councils Network	Cllr Julia Potts [Reserve: Cllr Tom Martin]
B1	Rowleys Centre for the Community (replaces Age UK Waverley)	Cllr Patricia Ellis Cllr Stewart Stennett
B4	Cranleigh Arts Centre Limited	Cllr Jenny Else (<i>Portfolio Holder</i>)
C1	Farnham Maltings Council of Management	Cllrs Julia Potts and Jenny Else (<i>Portfolio Holder +1</i>)
C6	New Ashgate Gallery Trust, Farnham	Cllr Carole Cockburn

24. OUTSTANDING DEBTS FOR WRITE-OFFS (Agenda item 17)

*[This item contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 3 of the revised 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)]*

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

[Reason: to obtain approval for irrecoverable bad debts of more than a £7,500 individual value to be written off in accordance with the Council's Financial Regulations.]

25. EXECUTIVE DIRECTOR'S ACTIONS (Agenda item 18)

The Executive noted the following action taken by the Executive Director after consultation with the Chairman and Vice-Chairman since its last meeting:

- i. TUPE Transfer – to authorise the TUPE transfer to Tandridge District Council of the Training Project Manager together with data and financial resources relating to the operation of the Surrey Learn Partnership.
- ii. Planning SIG- to authorise the establishment of a Planning SIG with immediate effect to review and provide the Executive with an additional check and balance on the Local Plan chapters, Green Belt review update and other relevant aspects to the effective and timely delivery of the Waverley Local Plan. The constitution of the SIG to include the Leader of the Council as Chairman, 8 members of the Conservative Group and the Independent member of the Council.

The meeting commenced at 6.45 pm and concluded at 7.50 pm

Chairman



For adoption 19 July 2016

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PART 1 – Cranleigh Conservation Area Appraisal

1. Introduction

1.1 What is a Conservation Area?

A Conservation Area (CA) is defined as “an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance. Designation of a CA applies to all land within the CA and therefore planning control is directed at maintaining the special interest of the entire area, including the buildings, streetscene, uses and the relationship of these elements with open spaces and landscape.

CA designation gives a degree of protection against demolition of buildings and walls and the removal, or works to, trees, as well as reducing householder permitted development rights. CA designation enables the planning authority to ensure that the historic character and special interest which attracts people to live, work and visit the area remains intact and that development is of high architectural quality and in keeping with the area’s existing character.

1.2 What is a Conservation Area Appraisal and Management Plan?

A CAA sets out to identify and assess the special interest of the CA, such as the notable buildings and open spaces, and the inter-relationship of these together to form a unique character. The management plan will use the information gathered in the CAA to identify and implement enhancement and public realm enhancement schemes to preserve and enhance the CA.

The final document will inform positive management of the CA and will be adopted by the Council as a material consideration to be used in the determination of any application for planning permission and listed building consent within the CA. It will also be used to influence enhancement schemes for the long term management of the CA.

The document should be read in conjunction with Waverley’s Local Plan (both adopted and emerging) and National Planning Policy Framework (NPPF).



1.3 Planning Policy Framework and Sources

The Planning (Listed Building and Conservation Area) Act 1990 Section 71 (1) states:

“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:

“...the Council will seek to preserve or enhance the character of conservation areas by...(e) carrying out conservation area appraisals”.

The NPPF, Chapter 12 (126) states:

“Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment...”

The CAA helps to identify significance of heritage assets, and as such enables planners to confidently determine whether an application will devalue the significance of the CA.

It is in accordance with the above legislation and local policy that this CAA has been conducted. This appraisal was compiled with the assistance of Historic England’s guidance “Conservation Area Designation, Appraisal and Management” (February, 2016). Historic England has also published guidance called “Knowing Your Place” (March 2011).

1.4 Methodology

To assess the CA comprehensively, a historic study of the area was undertaken, including assessment of historic maps in comparison to Waverley's mapping system. In conjunction with this, site visits were conducted to establish the character and identify the architectural interest of the CA. A photographic survey was undertaken of the key views and vistas within the CA, and is used throughout this appraisal. The boundary has also been reviewed.

1.5 Community Involvement

A site visit was held on 27 February 2015 with a Steering Group comprising representatives from Waverley Borough Council (councillors and officers), Cranleigh Parish Council, Surrey County Councillor and officers, Cranleigh Chamber Commerce and Trade, Neighbourhood Planning Group and Cranleigh History Society to identify enhancement schemes and consider potential boundary changes. The Steering Group were then informally consulted to gain feedback on the draft CAA, their comments were incorporated into the consultation document.

A six week consultation was undertaken seeking residents' views. Key stakeholders (including Historic England and the Steering Group) were also included. Responses to the consultation were reviewed and where necessary the document updated. A summary of the responses can be found in the accompanying consultation statement.



1.6 Summary of Cranleigh Village Centre Conservation Area

Table 1: Cranleigh Village Centre CA at a glance	
Date of designation	(a) 23 October 1973 and (b) 23 October 1983 Extended 2 July 1985 and xx July 2016
Location	505,230.54 (x), 139,397.02 (y)
Current Size	22.35 ha
Changes to Boundary (2016)	<p>Extensions:</p> <ul style="list-style-type: none"> • Gardens to the rear of The White House and Chase Cottage, The Common. • Garden to the rear of Homefield, Guildford Road. • The Old Evangelical Church, Mead Road. • Brookmead, Horsham Road. • Area to the South of the High Street (from the Library westwards, up to and including Park Gate Cottages). • Horseshoe Lane extension – five properties to the north of The Common. • Extension to Cranleigh Common. <p>Removals:</p> <ul style="list-style-type: none"> • Area of land to the south of Barnside, Horseshoe Lane. • Little Manor Gardens.
General Condition	Good
Heritage Assets	1 Grade II* listed building 23 Grade II listed buildings 103 Buildings of Local Merit 23 Heritage Features
Positive Factors	<ul style="list-style-type: none"> • Vibrant village centre. • Significant levels of public open space coming into the centre of the village. • Improved and upgraded public realm surrounding Fountain Square. • Designated buildings are generally in good condition. • Avenue of Norway Maples found on the Common.
Negative Factors	<ul style="list-style-type: none"> • Small incremental changes have had a negative impact on the CA (for example the loss of traditional windows). • Loss of historic shopfronts. • Inconsistency in the quality of public realm. • Links between areas of public realm could be improved. • Traffic levels throughout the village centre. • 'Big box' buildings that are not sympathetic to the character of the CA.

2. Defining the Special Interest

Historic England defines special interest as the “special architectural or historic interest” of the area that warrants designation and the “character or appearance of which it is desirable to preserve or enhance”¹.

2.1 Summary of the Special Interest

The following provides a summary of the special interest of Cranleigh Village Centre CA:

Table 2: Summary of special interest of Cranleigh Village Centre CA	
Heritage	<p>St Nicols Church dates from around 1080 when it is thought that there was a small scale settlement based primarily on a rural existence. Development was slow and steady, although there were periods of prosperity relate to the iron industry (although this declined in 1575). 1818 saw the introduction of an improved turnpike making movement to and from the village significantly easier. The Obelisk at the eastern end of the village commemorates the opening of the turnpike.</p> <p>However, it is the railway that has been the catalyst for change in the village. Arriving in 1865, it brought with it an era of progress and prosperity, having a significant impact on the character of the village. The population also almost doubled by the end of the nineteenth century, and this supported development and change along the High Street. However, the railway closed in 1965 again facilitating change and resulting in the provision of Stocklund Square.</p> <p>More recently the community and Parish Council along with Waverley Borough Council have undertaken a review of the Buildings of Local Merit resulting in an additional 130 being adopted throughout the village.</p>
Form	<p>The form of the CA has developed as a result of the linear High Street which runs east-west. At each end the CA opens out to incorporate The Common (to the east) forms an important focal point and recreational facility. The open space extends and is drawn into the heart of the CA, linking with the public realm around Fountain Square, the church yard and then Lucks Green to the west.</p> <p>Trees are particularly important within the CA, most notably the Norway Maples lining the north of the High Street.</p>
Notable buildings/ structures	<p>St Nicolas Church (Grade II*) Cranleigh Arts Centre Village hospital Little Manor Service Station The Obelisk The War memorial Fountain Square Medieval buildings found within the civic centre</p>

Table 2 cont...

<p>Main Architectural Features</p>	<p>The CA is generally characterised by domestic scale buildings, primarily of two storeys. Materials are reflective of the Surrey vernacular, and are generally muted tones with reddish brown brick work (of the Wealden clay), tile hanging, plain clay tile roofs (often by Swallow – a local tile maker), slate on shallower pitches, some off white render and leaded lights to windows.</p> <p>Chimneys and pots along with decorative ridge tiles, exposes eaves and strong boundary treatments are found throughout the CA.</p>
<p>Vistas</p>	<p>Key vistas are generally associated with focal points throughout the town. Long and short range views of The Common from both within and external to the CA give a sense of the importance of the open space.</p> <p>The tree line of Norway Maples leads the eye (when looking east) towards the core of the High Street and frames and encloses the street when read in conjunction with the buildings to the south.</p> <p>The war memorial and fountain are also important elements that provide interesting punctuations to key vistas, as does the obelisk which is found at the crossroads to the east of the village centre.</p>
<p>Character areas</p>	<p>6: The Common (North); The traditional High Street; The civic centre; The eastern edge; South of the High Street and The Common (South).</p>



3. Assessing the Special Interest

3.1 Location and Setting

Cranleigh Village Centre CA is located eight miles to the south-east of Guildford. It occupies a relatively flat area and has a long west-east central axis with considerable development to the north-east, east and south-east of its eastern end. At the western extent of the CA is a large triangular green with a narrow tree lined extension penetrating to the heart of the CA. A railway formerly existed close to the south side of the village and caused the elongation of development along the west-east axis. Whilst it formed a physical barrier to the farm land to the south, it most importantly became the catalyst for the development of the village.

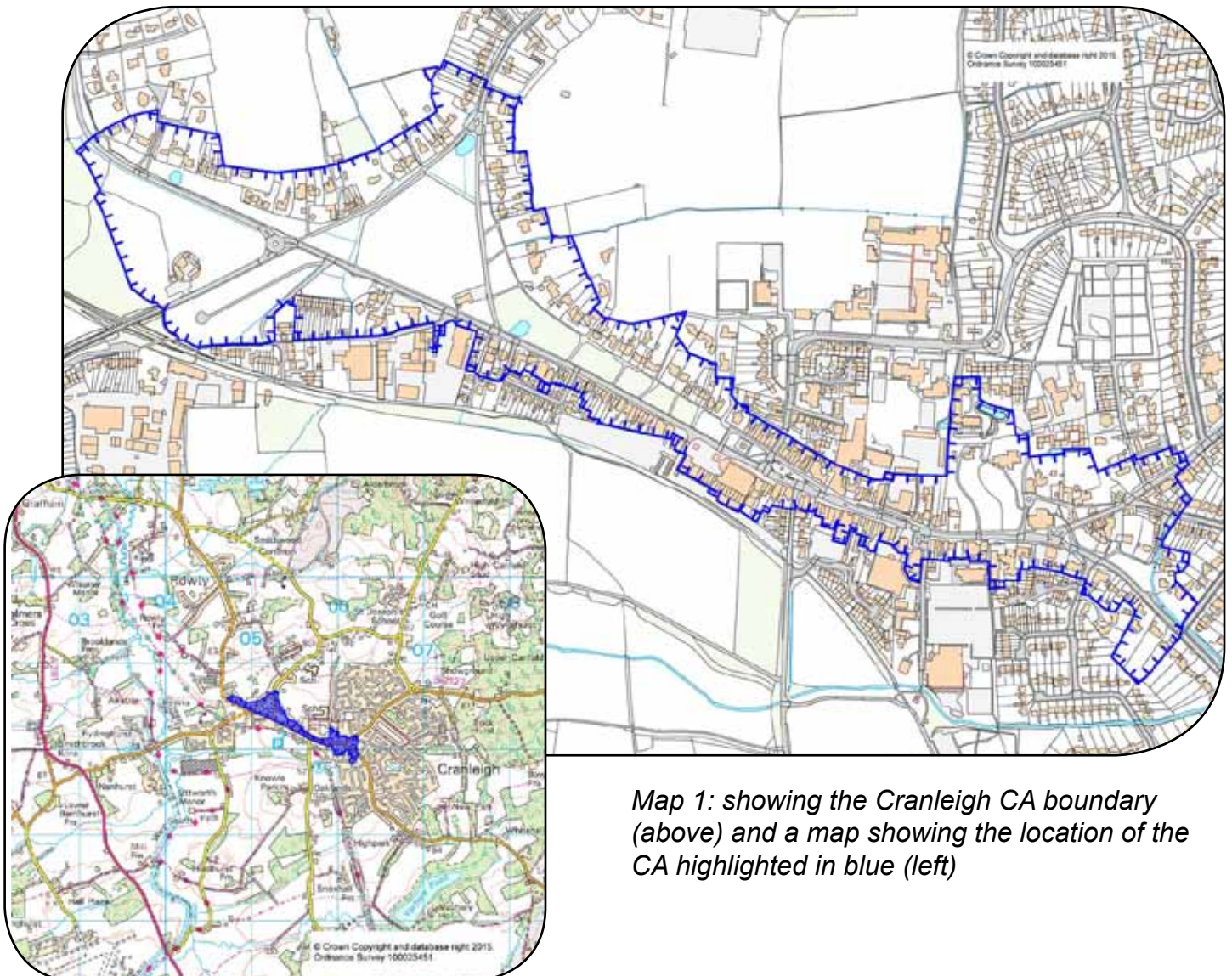
For clarity, the CA does not cover the entire village, just the central core. Map 1 clearly defines the CA boundary.

3.1.1 General Character and Plan Form

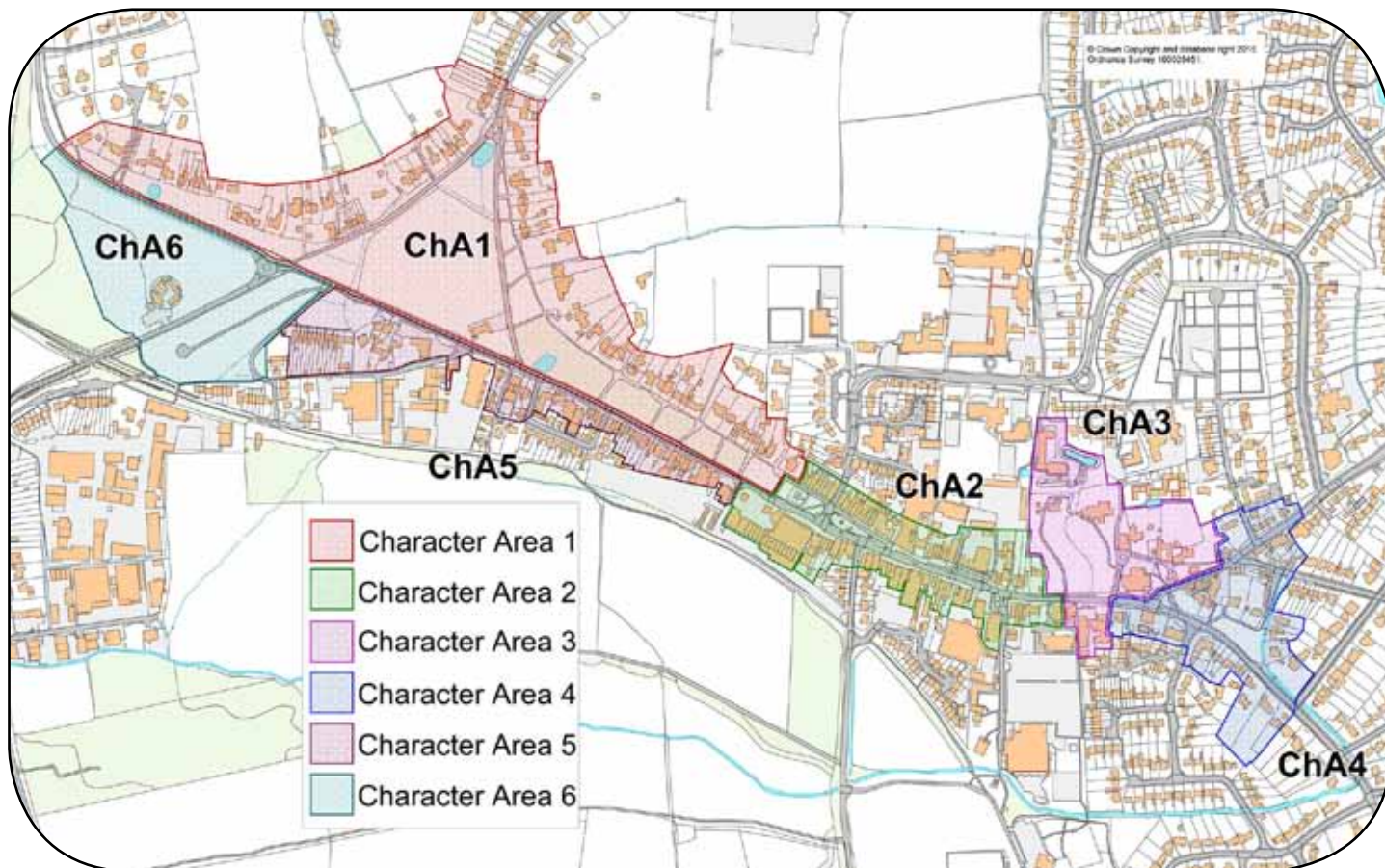
In contrast to many other CAs within Waverley, the Cranleigh CA is very flat with little variation in levels throughout the CA or beyond (although Hascombe Hill and Winterfold Hill are both visible from the CA).

Cranleigh benefits from a significant number of mature trees found both in private residential gardens and also within the public realm. Most notable is the avenue of Norway Maples which line The Common, however other individual specimens and other groups of trees also provide a backcloth to the CA. A further unusual feature of the Cranleigh CA is the extent of open space, and in particular the Common, which sweeps into the heart of the village from the north.

Cranleigh CA can be divided into six distinctive and diverse character areas (ChA). Map 2 sets out the extent of the existing ChA's.



Map 1: showing the Cranleigh CA boundary (above) and a map showing the location of the CA highlighted in blue (left)



Map 2: map showing location of the character areas of Cranleigh CA

ChA1 The Common (north)

Whilst this area is primarily open space with residential at the edge, it has a particularly rural feel to it. This is derived from the wide expanse of the Common, which is carefully maintained to retain a natural appearance emphasising its rural origins (together with the three ponds and profusion of trees and shrubs) but also allowing the space to be used for sporting and recreational purposes, including cricket. Benches are evenly spaced around this area to allow spectators to watch or visitors to ponder the area without interrupting the openness or usability of the Common itself.



The character zone extends eastwards towards the centre of the village and is defined by the Norway Maples whose prominence is important in marking one of the key gateways into and through the CA. These trees were initially planted in 1904 (although some no doubt have been replaced). Equally important are the Lime trees that fringe the east side of the cricket green and the Oaks to the south-west that provide a strong visual boundary.



Key views include those towards Hascombe Hill (that is visible just over the top of the trees) and northwards over the cricket green towards Winterfold Heath.

ChA2 The traditional high street

The traditional high street is the main shopping core of the CA, including properties to both the north and south of the High Street. This area is primarily defined by commercial uses at ground floor with some residential to upper floors and to the rear of the main frontage.

The traditional high street is characterised by wide areas of pedestrian-only public realm to the north and south of the High Street. There is high enclosure and retention of historic shop fronts which amplifies the character of the village centre. A street scene project was undertaken to the public space to the north of the High Street, which has created a well-used and pedestrian-friendly public realm that focuses on the War Memorial and historic drinking fountain (Fountain Square).

There are a number of buildings (such as Sainsburys at Stocklund Square and 92 - 11 High Street) that were built in the late 20th century, and are 'box' style developments with little architectural interest. These are now included as they contribute to enclosure, which is characteristic of the High Street and it would be inappropriate to exclude just these buildings.



ChA3 The civic centre

This ChA is comprised of the 'civic' buildings at the eastern end of the High Street. This includes St Nicolas Church, the old Village Hospital, Arts Centre, petrol station and the Library. The public realm narrows to single pavements in this ChA and the enclosure reduces at St Nicolas Church which is set back behind the churchyard. This marks the transition out of the village centre towards residential zones.



ChA4 The eastern edge

The eastern edge of the CA is predominantly residential in character. The high street divides at the Obelisk into Horsham Road to the south-east and Ewhurst Road to the north-east. Each of these roads become increasingly residential as they leave the village centre area. Along Ewhurst Road, the CA ends just beyond the White Hart pub, and includes some commercial buildings to the south side of the road. Horsham Road is characterised by a transition into a more suburban area with larger buildings and a relatively large open green (Lucks Green) on the eastern side of the road. The Old Evangelical Church and Brookmead, Horsham Road, are two new additions to this area.



ChA5 South of the High Street

The south side of the High Street has previously been excluded from the CA as the buildings largely dated from the 19th and 20th century and were considered to be unrelated in scale and materials to the north side. This view has since changed, and although the buildings are not historic, the CA would not have its distinctive character without them.

In essence, whilst individually the buildings are generally not outstanding (although a number have been designated Buildings of Local Merit and a smaller number listed), collectively, they significantly contribute to the character of the street scene, providing enclosure to the High Street and therefore proposed for inclusion.

This character area is defined by strong frontages, primarily commercial at ground floor (with residential above) which transitions to primarily residential towards the western edge of the area.

The Cranley Hotel forms a strong landmark feature contrasting with the open space of The Common, marking the entrance to the village. It is from this point (and towards the east) that the density of buildings intensifies (to the south of the High Street) giving formality to the street scene towards the heart of the village centre.



ChA6 The Common (south)

The south side of the common is defined by the two areas of open space, dissected by the B2130 Elmbridge Road. The eastern section is used for the annual fireworks, whilst the western section is left in a natural state, generally enjoyed by walkers.

The windmill which had been located on the old windmill site has long since gone, but the boundary of the site still exhibits the circular pattern commonly associated with the windmill form.

Both sides of this southern section are framed by mature trees to the south, this treeline forms the new boundary edge to the CA.

The whole area is designated common land which means that there are significant constraints to development in this area.

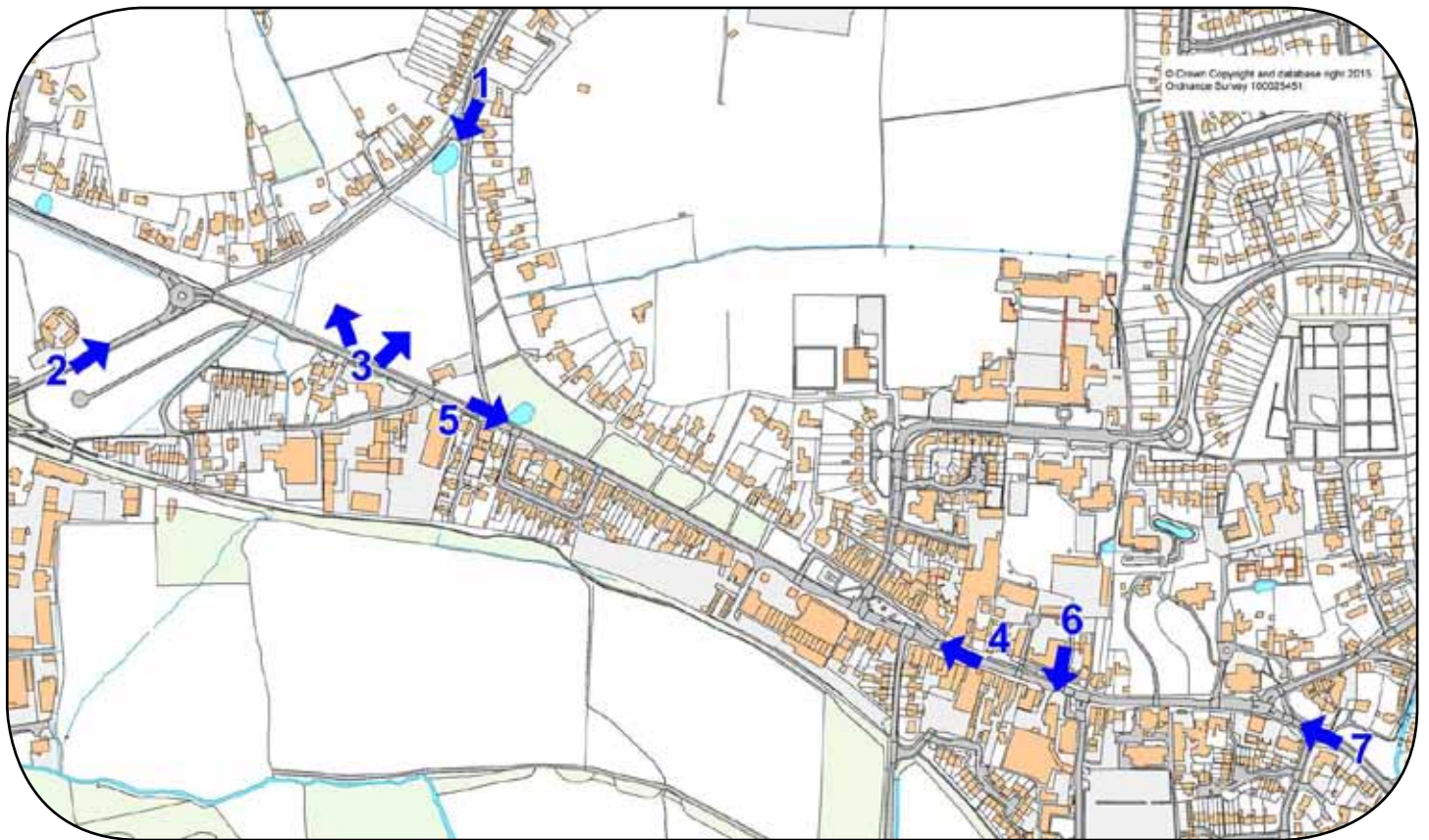
Whilst the zones are defined on a plan, there are overlaps throughout and between them, so this section should be used as a guide rather than a definitive boundary. Additionally there are some common themes found throughout the CA, including materials, the scale and heights of buildings and some detailing. These are discussed in more detail in section 3.3 (Architectural Quality and Built Form).

3.1.2 Economic profile

Within Cranleigh Village Centre CA, 75% of the population own their own property and 93% of the working age population are employed or self-employed. This reflects the majority of Waverley, which is an affluent area with a buoyant local economy.

The land use varies from residential at the eastern and western extents, to a predominantly retail or commercial based village centre. There are additionally multiple civic buildings towards the eastern end of the CA.





Map 3: key vistas within Cranleigh CA

3.1.3 Vistas

Cranleigh CA has a variety of vistas which are integral to the special interest of the CA. Below is a selection of the key vistas experienced by those who live, work and travel through the CA. This does not attempt to include all the important vistas within or surrounding the CA.

- 1) View south from Horseshoe Lane towards The Common – the enclosure of the buildings opens up to reveal the openness of the green space.
- 2) View north-east from the Guildford Road, over the common land and towards the cricket pitch (on The Common). This gives the surprise that the village centre has such an extensive area of open space which is regularly used. The juxtaposition between the built form and space is also unusual, and the buildings give The Common a sense of enclosure and boundary, giving an introduction to the CA.
- 3) View across to The Common from The Cranley Hotel again gives the sense of space and contrast between built form and open space so close to the village centre.
- 4) View westwards from outside Manns towards the War Memorial, taking in the improved public realm, the enclosure from the buildings around the highways and the open space defined by the mature maple trees in the background.
- 5) View eastwards towards the High Street from The Common.
- 6) Short range view looking south towards the Cranleigh Village Hall – the dominance of the building being framed by the more domestic scale buildings to each side, coupled with the public realm to the front, gives this particular status within the street scene.
- 7) Views towards the Obelisk (from all directions) ensure that this is a distinctive landmark at the entrance to the High Street.



Vista 1



Vista 2



Vista 3



Vista 4



Vista 5



Vista 6



Vista 7

3.2 Historic Development

Cranleigh was originally called Cranley, which is attributed to connections with cranes (Cran) that live in a clearing (Leigh/Leagh - an old Saxon word). The name was changed in 1867 (after the arrival of the railway) to avoid confusion with Crawley.

Whilst Cranleigh was not mentioned as an entity in the Domesday Book, the western end did form part of Bramley vill and the eastern end part of Shere. It is thought that there was some form of settlement based primarily on a rural existence at that time. The original nave and chancel of St Nicolas' Church are thought to date from around 1080. It has also been suggested that Richard de Tonbridge sanctioned the church to be enlarged in 1170 (the architecture also points to this period, but the evidence is not conclusive), through the inclusion of the aisles and transepts. The later tower addition houses a ring of eight bells. It remained largely unaltered until the 19th century when it was "restored" twice, in 1845 and 1866 under the supervision of Henry Woodyer (when the porch was added). The lychgate was designed and built in 1880 (also by Henry Woodyer) in memory of John Bradshaw.

Given the geology of the area, it is likely that development in Cranleigh was impeded, mainly by the clay soils which were impassable to wheeled vehicles (especially in wet months). From a plaque attached to the outside of the church and dated 1630, it appears that the advantages of adding lime to improve the soil can be attributed in the first instance to a Cranleigh man, believed to be one John Crabb.

Cranleigh was considered to be an important seat of the Wealden iron industry, and it has been suggested that Vachery Pond represents the site of the former furnace pond. Brick and tile works were active on the clay of this part of the County. Iron smelting brought some prosperity to the area however this declined around 1575 when the wood was diverted for use by London merchants, probably for use in ship building or the development of the capital.

In 1818 the turnpike improvement through the village made movement significantly easier, but the number and cost of tolls meant that certain journeys were prohibitive. Right up until the early Victorian era, Cranleigh remained a self-contained,

small community. The Obelisk at the eastern end of the village commemorates the opening of the turnpike in the 1820's.

By 1845 the Post Office Directory described Cranleigh as "*an extensive village....pleasantly situated, and the houses of the inhabitants are generally neat. It is considered one of the healthiest situations in the county*".

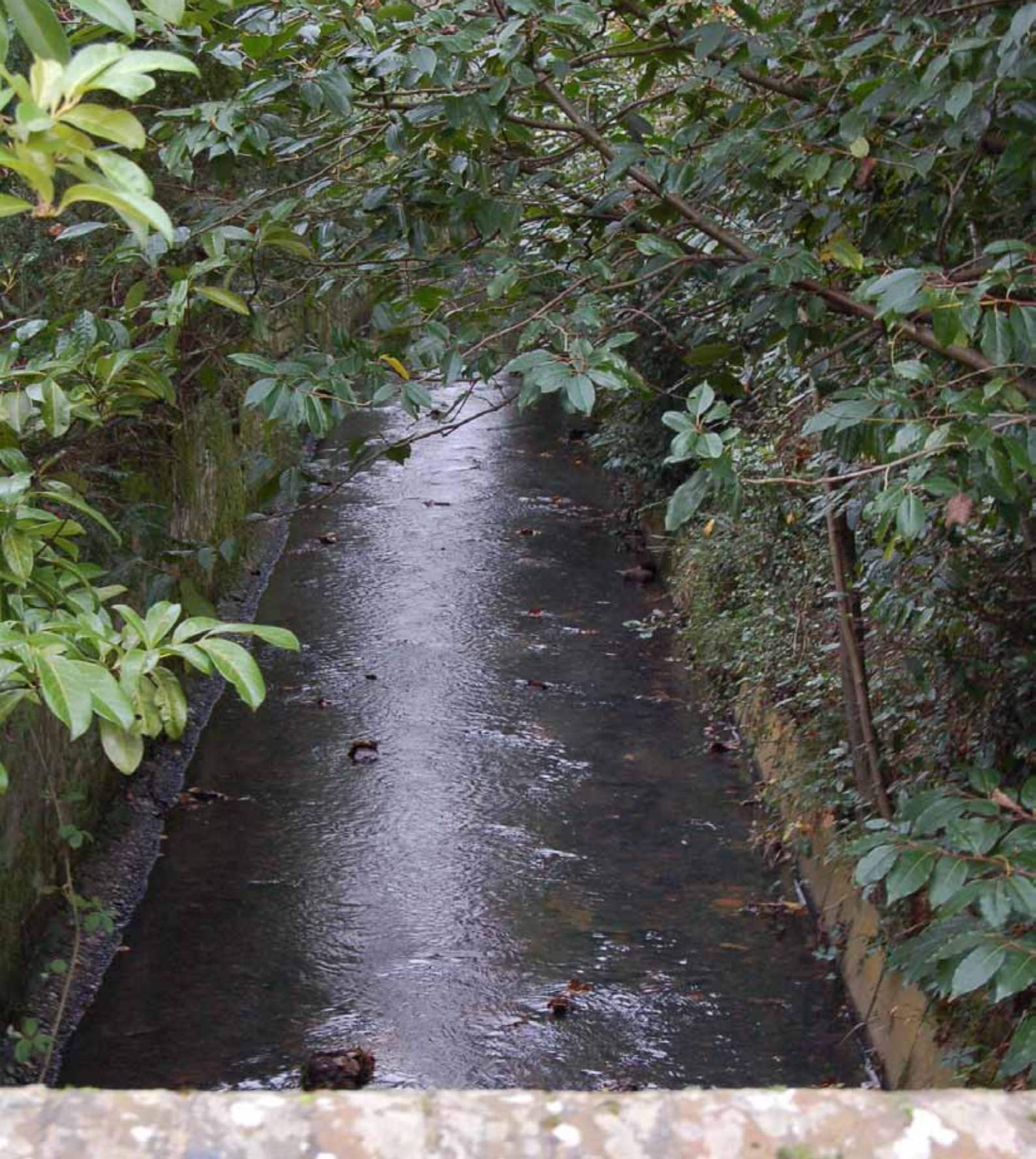
In 1846 John Henry Sapte became rector, and he brought with him a number of new developments, including the opening of the National School (1847) and Surrey County School (now the Cranleigh School, 1865). He, along with Albert Napper, also developed what is considered to be the first cottage hospital in the country in 1859 (which is currently vacant); this was eventually handed to the NHS in 1949.

1865 saw the opening of a railway line through Cranleigh and with it brought an era of progress and prosperity. It is considered to be one of the key events that significantly changed Cranleigh's character. By 1890 there were twelve rail services per day; whilst expensive, the ease and speed did lead to the decline of canal transport (although this decline commenced in the 1870s).

Stephen Rowland, a local landowner, investor and benefactor formed the local gas company in 1876 and also brought in a water supply (1886) to serve a new housing development at New Park (which commenced in 1894).

The population of Cranleigh had almost doubled by the end of the nineteenth century, being some 1,500 in 1850 (based on an agricultural economy), reaching around 2,000 in 1890 and 2,700 by 1901. This increase in population supported development and change along the High Street. 1887 saw the demolition of the last working farm in the centre (Ivy Hall Barn) and the opening of the Manns store. St Andrews Church was built in 1900 at the western end of the village, overlooking The Common to serve the growing congregation (although this closed in 1975 to make way for a sheltered housing scheme when the congregation dwindled).

The twentieth century has also seen change and development throughout the village centre. The war memorial was built in 1920 by Thorpes (and



designed by Waterhouse), paid for by public subscription. In 1933 the village hall opened, providing a much needed community space for the growing village. The original blacksmiths forge (on The Common) closed in the 1950's and was converted to a car repair garage, but eventually this failed and was replaced with a cottage. In 1959 the post office opened on the site of the Greyhound Pub at the eastern end of the High Street, where it still operates.

Like its arrival, the railway served as a further catalyst of change when it closed in 1965. The station eventually disappeared making way for Stocklund Square and the 1960's housing development with shops at the ground floor. In 2004 a large supermarket was added to this area.

3.3 Architectural Quality and Built Forms

There are some common themes throughout the CA.

Scale and building heights

The CA is generally characterised by domestic scale buildings, primarily of two storeys. There are some limited number of single, two and a half and three storey buildings, but these still sit comfortably within the overall scale of the CA.

Materials

There are a number of materials used throughout the CA, as the majority of development has followed a traditional form, these materials include:

- Reddish brown brick of the Wealden Clay
- Genuine leaded light windows, the retention of which is critical (replacement with stuck on leading does not achieve the same character response)
- Tile hanging typical of Surrey vernacular – some decorative
- Plain clay roof tiles, often by Swallow (Swallow, which began in 1860, was not the only supplier of tiles locally)
- Slate roofs on shallower pitches
- Off white render

Details

The CA generally follows the traditional appearance of the Surrey vernacular. Key details which cover all ChAs include:

- Chimneys, both simple and decorative
- Chimney pots
- Decorative ridge tiles
- Exposed eave details
- Strong boundary treatments (including walls, railings and mature hedges)
- Timber framed vernacular traditional to Surrey
- Thick stone walls with rounded cappings

Street form and frontages

Whilst each ChA displays its own characteristics, there are some common themes when it comes to

street form and frontages. These include:

- Strong frontages with boundary treatment
- Areas of well used public realm throughout the CA serving different purposes
- Set backs from the footpath and highway are a key tool to define the character and function of the area (for example shops are directly onto the footpath whereas residential are generally set back with small gardens)
- Street furniture is used throughout the CA within areas of public realm. However these are not consistent
- Landscapemakesanimportantcontribution, including street trees, boundary hedges, private gardens visible from the highway and open space.

Analysis of the architectural and built form is described in more detail, per ChA, below.



3.3.1. ChA1: The Common (north)

Period and style

The buildings in this part of the CA date largely from the 19th century although there are several fine examples from earlier periods (including Old Tokefield and Pear Tree Cottage – 17th century). Most recently there has been some infill development; however these follow the traditional Surrey vernacular which aids their acceptance within the street scene.

Scale and height of buildings

The scale of the buildings here is largely domestic, consisting mainly of two storeys in height and primarily of detached or semi-detached form. Notably Wakehurst and High Gable are significantly larger in scale reaching 2.5 storeys (the half storey being in a very steep pitched roof), however this provides a focal point onto the Common and adds interest and variety within the wider street scene. Additionally, Elm Tree Cottages are a smaller terrace of two storey cottages and are located adjacent to two single storey structures (one being a residential bungalow). These buildings also add a level of enclosure onto the Common, primarily because they are set closer to the road than the houses in the surrounding street scene.

Whilst there is predominantly a domestic scale within the properties surrounding The Common, the variety and undulation in the ridge and eaves levels adds richness and interest.

Materials

Reddish brown bricks, orange/red clay tile roofs (that have weathered over time) and traditional tile hanging are materials that define this character area. However, render is often found at the ground floor and some roofs have a shallower pitch incorporating slates. Less common materials such as timber boarding can also be found in a few of the buildings that surround the Common.

In addition to the above there are several timber frame buildings including Old Tokefield and The Old Bakery, the latter being refaced with brick on the ground floor and tile hung above). In addition, local architect Tommy Wade (a contemporary of Lutyens) developed three properties to the east of the cricket green (Briarfield, Dalvey and Robin Rag), these are sympathetic brick and timber pastiches of Tudor buildings.

Details

The following architectural details are commonly found within this ChA:

- White and dark window frames
- Rounded brick coping on top of walls
- Front gates

- Some black railings
- Pitched roof porches
- Chimneys and pots – some incredibly decorative (and substantial)
- Shutters (in some cases)
- Decorative ridge tiles
- Decorative barge board

Street form and frontages

The Common incorporates a series of ditches which run between the road and the buildings, particularly along Horseshoe Lane, and the 'little' bridges that sit astride them. Set back from these are boundary treatments (often including hedges, brick or occasionally stone walls), and behind the front gardens site the dwellings. In places the proximity of the properties to the road give a level of enclosure to the road and the Common beyond.



3.3.2 ChA2: The traditional High Street

Period and style

The buildings within the traditional High Street have developed and evolved over time. Many of the buildings to the north side date from the Tudor period, whilst the frontages are much changed, many of the buildings retain remnants of the timber frames cottages within. All the remaining shops to the west are of late 19th and early 20th century. Many of the shops retain a traditional style shop front, reinforcing the character of the CA.

There are also a number of interwar buildings interspersed throughout this character area, however these add to the variety and richness found throughout the townscape. The existing

Post Office building contributes little to the CA, however there are opportunities to improve the building and surrounding public realm.

Of note is the old railway platform to the rear of Stocklund Square, whilst it is no longer in use it serves as an important reminder of the history of Cranleigh and its previous reliance on the train.

Scale and height of buildings

The majority of buildings within the high street area are of two storeys or less, although to the west of Rowland Road there is a group of three storey buildings; the impact of these are minimised as they are set well back from the main road. They also provide a useful landmark to the entrance of Rowland Road.

The High Street is primarily characterised by domestic scale buildings, adding to the village feel. There are some exceptions to this, including the residential element to the rear of Stocklund Square. However, this is not typical and does not define the character of the area.

Materials

There are a variety of materials found throughout this character area, including:

- White colour washed buildings
- Brick
- Orange/red plain clay tile roofs (often Swallow, which have weathered over time)
- Reddish tile hanging
- Some blue header bricks
- Decorative tile hanging
- Muted tones repeated throughout giving strong identity

Details

The following architectural details are commonly found within this ChA:

- Front boundary walls towards the civic centre ChA
- Decorative tiles (hanging and roof)
- Chimneys and pots
- Strong gables onto frontage

- Exposed eaves
- Some examples of cat slide roofs
- Lighter window frames
- Decorative barge boards
- Some exposed timber
- Large upper floor windows
- Some examples of traditionally detailed roof junctions and features
- Some examples of flat gables (i.e. no overhanging eaves)
- Brick nogging

Street form and frontages

There are comparatively few trees within the high street ChA compared to the other areas within the CA. However the areas of public realm are generally well used and provide useful areas of seating for the coffee shops and restaurants. This adds to the vitality of the CA.

In some areas there is a restriction in width of the pavements. This can have issues for those with mobility issues; however it would be difficult to resolve as, in the main, the buildings back directly onto the footpaths.

Stocklund Square is set apart from the rest of the ChA, not only because of age of the properties, but also because it creates a framed and important area of uninterrupted public realm. This is often used when large crowds congregate (generally for seasonal activities). The scale of this area has been cleverly disguised by the covered walkway and seating area serving the bus stops.

Except for Stocklund Square, there is a strong frontage to both the north and south of the High Street. This extends along the entire length of this ChA.



3.3.3. ChA3: The civic centre

Period and style

To the south side, The Little Manor service station and the Old Cottage Hospital are 15th century and the Three Horseshoes public house is a 17th century coaching inn. These are prominent buildings within the street scene. However the importance of the Little Manor service station is diminished by the large canopy which shelters the petrol pumps. Whilst functional its scale dominates the smaller buildings (although it is accepted that some effort has been taken to try to 'blend' the canopy into the street).

St Nicholas's Church, whilst large in stature, is set well back from the street and given the mature landscaping and trees, views of the church are limited. It therefore has a lesser impact in terms of its form – although the glimpses that can be had of the church are an important reminder that this building sits at the heart of the CA. The landscaping and space formed by the graveyard, as well as the front boundary wall and lych-gate (to the side) are more prominent features and serve as an introduction to the church behind.

Many of the buildings in this ChA are timber framed (often with more modern frontages).

The Cranleigh Arts Centre (formally a school) is very prominent, its appearance is institutional, reflecting its previous use, and its proximity to the footpath and highway almost afford this building a greater prominence than it might otherwise have.

Scale and height of buildings

Primarily the area is characterised by two storey buildings with some single storey elements. The Moat House is an exception to this, being a substantial three storey property. However, its location is such that there are very limited public views of the building.

In contrast to Moat House, the Cranleigh Arts Centre is a single storey building with some taller elements. It is more prominent within the street scene given its relationship to the highway and bus stop, location of the front entrance and limited amenity space.

Materials

There are a variety of materials found throughout this character area, including:

- White render
- Orange/red plain clay tile roofs (often Swallow tiles, which have weathered over time)
- Bargate stone
- Slate
- Red tile hanging
- Timber boarding
- Exposed timber frames
- Decorative tiles
- Stone window surrounds

Details

The following architectural details are commonly found within this ChA:

- Substantial chimneys (Moat House)
- Brick nogging
- Wisteria on buildings
- Leaded light windows
- Steeper roof pitches
- Traditionally detailed roof junctions and features (3 Horseshoes)
- Small dormer windows
- Decorative tile hanging
- Cast iron rain water goods
- Dark window frames
- Chimney pots

Street form and frontages

The transition from the traditional high street and the commercial core towards the residential areas to the eastern edge is marked by the civic centre. This area is incredibly busy with lots of vehicular movements and also pedestrian activity, focused around the Obelisk.

Some strategically placed street trees are located throughout the ChA, which link through from The Common and out towards Lucks Green. Additional trees within the churchyard add to the amenity of the area and again bring reflect the open space found elsewhere within the CA.

The main junction is open, allowing the obelisk to take pride of place. The Obelisk also forms a strong focal point that acts as a way marker for visitors to the village and CA. The importance of the Obelisk is marked not only by the structure itself, but also the space surrounding it.

The buildings in this area primarily perform civic functions, such as the Old Village Hospital, St Nicholas Church, the Cranleigh Arts Centre and the Three Horseshoes public house. Unlike the High Street, these buildings are generally set back from the street giving the buildings space, and thus more prominence within the street scene. The only exception to this is the church, which is set significantly back from the street and not particularly perceived when passing by. However the church yard is critical in defining the use of this space and the building towards the rear of the site.



3.3.4. ChA4: The eastern edge

Period and style

The oldest residential buildings date from the 16th and 17th century, however most reflect twentieth century architecture. There are a couple of Georgian properties, but this is not a common style found throughout the ChA. Of note is the Old Police House which dates from the 1920's.

The majority of this ChA is defined by residential development, although there is a subtle change to more commercial uses towards the village centre and the obelisk.

There has been a number of infill developments within this ChA, however these have responded to the wider context and are generally successful in

positively contributing to the street scene. Many opt to reflect the traditional Surrey vernacular through the use of Arts and Crafts detailing.

Scale and height of buildings

The scale of the buildings in this area is generally smaller, with few buildings above 2 storeys in height.

Materials

There are a variety of materials found throughout this character area, including:

- Local Stone from Pitch Hill
- Slate for roofing
- Red brick (some slightly brighter)
- Leaded light windows with dark surrounds
- Simple, yet sturdy chimneys
- Orange/red plain clay tile roofs (often Swallow, which have weathered over time)
- Tile hanging (generally not decorative)
- Light coloured painted brick work
- Slates on shallower roofs
- Decorative ridge tiles
- Decorative window lintels (some stone)
- One example of timber clad dwelling

Details

The following architectural details are commonly found within this ChA:

- Diapering – is a decorative treatment (often found within brickwork) with a repeated pattern of squares, rectangles or lozenges
- Small windows
- Small eyebrow dormers
- Garages that match main building
- Exposed eaves
- Chimney pots
- Pronounced verge lift to roof to prevent rainwater falling down the gable end (No. 5 Mead Road)
- Decorative brick work (The White Hart)
- Use of various brick bond
- Front boundary treatments – brick
- Small porches

Street form and frontages

This primarily residential area is mainly defined by low brick walls, defining the front boundary to dwelling houses, or mature hedges. These features both positively contribute to the area and set it apart from the more commercial areas of the High Street and civic centre.

Most of the properties are set back from the street, enabling parking to be accommodated on site, but also reflecting the change in character and separation between public and private spaces.

Lucks Green is an area of open, public amenity space that links into the 'green' landscape character extending throughout the CA.

Hidden gems, such as the stream running along Horsham Road, reflect the historic development of Cranleigh, and constraints that had previously impacted the pace of change. Additionally this gives a physical separation between the highway and houses beyond not seen elsewhere in the CA.



3.3.5. ChA5 South of the High Street

Period and style

The south side of the High Street is primarily defined by 19th and 20th century buildings, interspersed with a few older examples. Towards the village centre (east) commercial uses dominate the ground floor with offices, storage or residential above. The mix of styles, colour and types of shopfronts add variety to this area, and some of the restaurants have seating areas outside giving a vibrant outlook to the High Street. Towards the west the uses move toward residential, although

commercial uses can still be found in smaller clusters (particularly around the Cranley Hotel).

Strong front gables are a common feature along the High Street adding to the enclosure and dominance of the buildings onto the street.

There are a variety of civic buildings found within this area, including the Methodist and Baptist churches, the public library, Cranley Hotel and Village Hall. These buildings tend to be of a large scale to reflect their function.

This expansive, linear character of this area results in an evolving style. Each end is marked by an important use, The Cranley Hotel to the west and library to the east.

On street car parking is common place and well used.

Scale and height of buildings

Primarily the residential uses are two storey, although there are a handful that have accommodation in the roof space (generally marked by a window into the gable onto the frontage). Additionally there are a few two and a half storey buildings scattered throughout the ChA, and in places some three storey development, but this is not typical and does not define the character of the area.

Materials

There are a variety of materials found throughout this character area, including:

- Exposed timber
- White render
- Brown and red bricks
- Plain clay roof tiles
- Tile hanging

Details

The following architectural details are commonly found within this ChA:

- Gabled frontages
- Strong chimneys with pots

- Decorative ridge tiles
- Decorative barge boards
- Front boundary walls
- Decorative brick work

Street form and frontages

There is a strong frontage that extends along almost the entire length of this ChA. This brings the enclosure that has been so fundamental in determining that the area should be incorporated into the CA.

Some of the residential properties have small front gardens, but these diminish and eventually disappear towards the village centre.



3.3.6. ChA6 The Common (south)

Beyond the Old Windmill site, there are no buildings within this character area. It is defined by two significant areas of open space dissected by the main road. This area is also designated common land which brings with it significant constraints on any potential development opportunities (of any scale). See section 3.7.1. Open Spaces.



3.4 Heritage Assets

It goes without saying that these buildings, structures and features all make a positive contribution to the character of the CA.

Listed Buildings

There are 25 statutory listed buildings in the CA, including 3 groups:

Grade I - None.

*Grade II** - 1 – St Nicolas's Church, High Street

Grade II - 23

Buildings of Local Merit (BLM's)

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

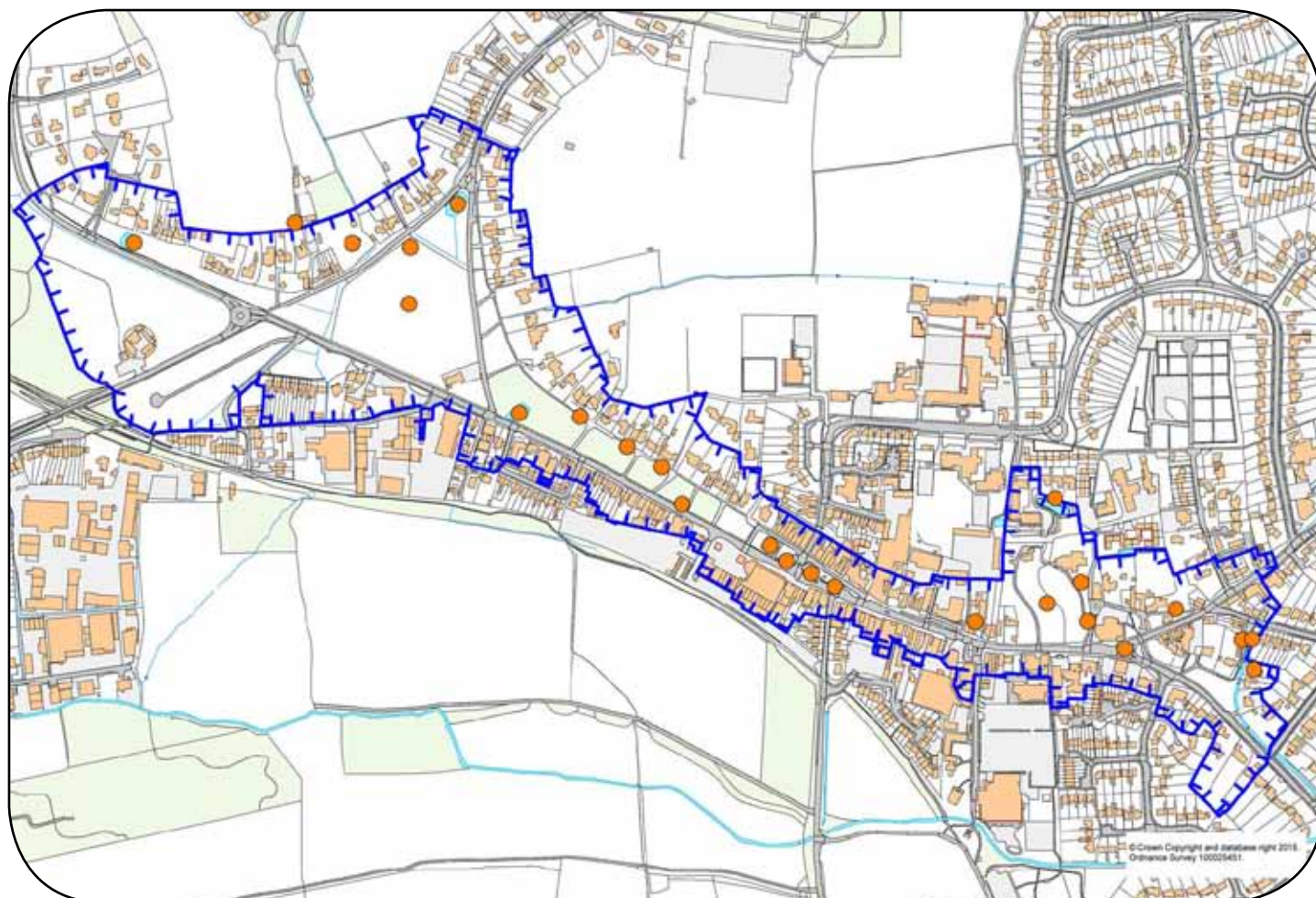
The BLM list was reviewed and amended in 2013, the identification, assessment and consultation being undertaken by a working group (including a Cranleigh Parish Councillor and two local historians). As a result an additional 130 BLM's were adopted within the parish of Cranleigh. There are presently 103 BLM's within Cranleigh Village Centre CA.

Heritage Features

In 1986, Waverley Borough Council produced a list of heritage features in Waverley. The list covers natural landmarks, archaeological sites, historic structures, historic trees, roads, track ways and gardens. The purpose of the list was to identify features that for the most part were not protected by legislation, but were a significant and valuable part of the character and history of the Borough. The intention was that by recording them there would be more awareness of the value of preserving them.

There are 23 heritage features within Cranleigh CA. These are identified on Map 4.

Map 4: Heritage features within Cranleigh CA



3.5 Buildings which positively contribute to the CA

Positive contributors are buildings which are not listed, or locally listed, but positively contribute to the special interest of the CA. The community of Cranleigh have recently completed a review of the BLM's within the village. This has meant that all of the locally significant buildings have been identified and mapped. As a result there are no additional buildings that need to be identified.

3.6 Heritage at Risk

There are no buildings within the CA on the Waverley BC & Historic England "Heritage at Risk Register".

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

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



3.7 Open Spaces and Streetscape

3.7.1 Open spaces

The Common at the western end of the village was once much larger than it is today. Over the centuries it has gradually been encroached and it was intersected by the turnpike road in the early 19th century. However the wide expanse which is noticeable when entering the village from the Guildford direction is carefully maintained so as to retain a natural appearance emphasising its rural origins.

The present common land was formally held by the two major manors in the area – that to the east was held by Shere manor and that to the west by Bramley manor. In the medieval period, these two manors had very different social foundations. Shere was held by the Saxon Royal family while Bramley was a more entrepreneurial enterprise. As Cranleigh evolved around these two disparate land holdings, the development of each half was markedly different and has shaped the nature of what we see today as the village of Cranleigh. As late as the early 20th century, manorial rights held by Cranleigh villagers to graze livestock and take turf and wood from the common were actively protected and fought over.

The Common is probably one of the most notable features within the CA, especially when entering from the west. The northern element is a large expanse of well-used recreational land (primarily for cricket) which gives a strong sense of openness marking this apart from other CAs within Waverley. There are three ponds on the Common (north) that are surrounded by maple trees, sycamores and willows; this has the effect of enclosing the area and shielding the view onto neighbouring houses, roads and shops. To the west and located on the Common (north) is the Queen Victoria Golden Jubilee Fountain (a heritage feature) which was given to the village by the old boys (alumni) of Cranleigh School (located to the north and outside the CA), in 1887. The common (north) itself is contained by a highway on each of its three sides, although further enclosure is provided by the residential properties to the north-east and north-west of the area.

The southern side of The Common has now been included in the CA allowing the totality of what remains of this ancient common to be brought into

the story of how Cranleigh came to be and define more precisely the ancient heart of the village. Its use is much more informal, with the eastern side of the southern section being used for the annual bonfire and fireworks display for the wider community.

The only built form on the southern side is the old windmill buildings which serve as a reminder of the structure that stood for over a century before being demolished in 1917.

Additional areas of open space are found throughout the CA, ranging from small highway verges to a larger area (Lucks Green) on Horsham Road which has a couple of benches and litter bins.

The graveyard to the front of St Nicolas Church also provides a different form of open space which is often used as a cut through to Moat House and the footpaths to the north. A significant Cedar of Lebanon is located to the front of the church.

Unlike other CAs within the main Waverley settlements, Cranleigh is characterised by the cumulative effect produced by groups of trees that provide a backdrop to the CA.

The edge of the Common, along the north side of Guildford Road and (in part) the High Street includes a long avenue of Maple trees. These not only give the CA a distinctive character, but they also form the boundary between the open space and road. There are additional trees located primarily around the edge of the Common giving a rural and open feel to this area of the CA.

Further mature trees are found to the east of the CA, several of which are protected by TPO's. Hedges are commonly found throughout the CA, in particular demarking the front boundary of residential properties, although some are also defined by traditional brick or stone walls. Whilst this adds to the greenness found throughout the CA, the variety in boundary treatments also adds to its character and richness.

3.7.2 Streetscape

Whilst traffic is dominant within the CA, this is, in the main, mitigated through the significant areas of open space and public realm. There are many

focal points within the CA, both structural and landscape, and these connect to guide visitors through the area and aid the understanding of place. However, more can be done to improve these connections.

Whilst the public realm is generally in good condition, some areas are in need of upgrading and refurbishment. Of particular note is the variation in types of street furniture throughout the CA, and in some area this is in poor repair. However there are some very positive aspects of the streetscape including the public art (in the shape of a heron) and the Horsham stone, both found on the water fountain. The obelisk is a key feature within the street scape and has become a key focal point and way marker.

In addition there are a number of smaller or more modest elements found throughout the CA which contribute to the streetscape, including the Thomas Crapper manhole cover and the lych-gate marking the entrance to the church.



3.8 Assessment of Condition

Overall: Good Condition.

The listed buildings, heritage assets and other buildings within the CA are all in good condition and appear to be well maintained, which reflects on the character of the CA. Although there are a number of 'big box' buildings that are considered individually to be unsympathetic to the special interest of the CA, their form and location contribute to the enclosure that is a common feature found within the CA. The public realm is, in the main, well maintained and managed throughout the CA. Additionally it is good to note that a recent project to review and identify new BLM's has been undertaken by the community.

The following issues have been identified within the CA:

- Heavy traffic
- Potential for loss of historic shop front.
- Some buildings offer the potential to be redeveloped or upgraded
- Inconsistency in street furniture
- Linkages between the areas of public realm

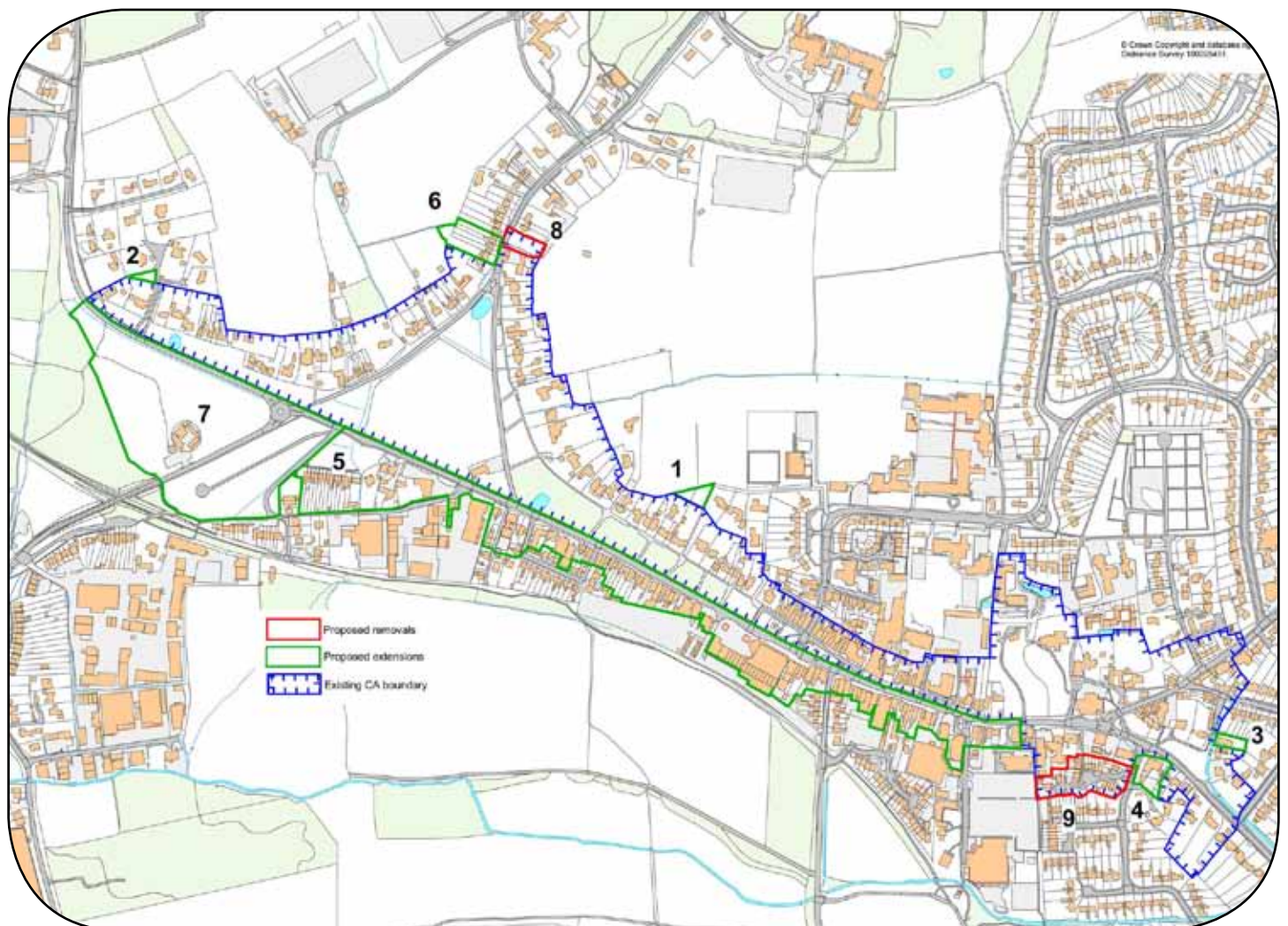
3.9 Identifying the Boundary

The boundary of the CA was considered as part of the CAA process. As a result, the following changes were identified for the boundary of Cranleigh CA.

The main change brings the southern side of the High Street into the CA. By many it is considered to form part of the CA, so can cause confusion when considering potential development opportunities and the wider understanding of the area.

A significant extension to include the majority of the southern side of The Common is also proposed. This land sets the scene when entering the village of Cranleigh and the CA. It has been a key element throughout the development of Cranleigh and is currently designated as common land.

There are some additional smaller extensions to take into account the boundaries of properties, two additional buildings are proposed to be included to the east of the CA which have a strong historic and physical connection to the surrounding street scene. A final extension is to the north of The Common to incorporate five additional dwellings which have a strong historical connection to the development of the CA. The boundary also changed to remove two areas.



Map 5: Proposed boundary changes

Extensions:

1. Gardens to the rear of The White House and Chase Cottage, The Common.

Currently the CA boundary dissects the gardens of these properties. It is possible that the maps used in the original designation did not show the full extent of the residential boundaries or that the garden areas have been more recently extended. In either event, it is considered pertinent to regularise the situation and give clarity as to where the boundary falls (as there is no clear indication on the ground).

2. Garden to the rear of Homefield, Guildford Road.

Currently the CA boundary dissects the garden of this property. A new property (Archway House) was developed in 2006, at this time the plot of Homefield was subdivided. This proposed amendment follows the new residential curtilage of Homefield, to ensure that the extent of the CA is understood in this area (and visually interpreted on the ground).

3. The Old Evangelical Church, Mead Road.

This building is located to the north of Lucks Green and currently falls just outside the CA boundary. The building itself was previously used as an Evangelical Church serving the parishioners of Cranleigh. It was established in 1918 as a breakaway from the Cranleigh Baptist Church, however with a dwindling congregation the church closed in 2000 and was eventually converted to a house in 2006. Whilst it is now in residential use, the building continues to retain a form which reflects its civic past.

The building has strong connections with its surroundings, and forms a punctuation to the streetscene fronting both Lucks Green and Mead Row. Its relationship to the surrounding public buildings (the old police station and the forge) adds to its status within the local area, even though it is accessed off a secondary road.

Given its location and relationship with the surrounding buildings, it is surprising that it did not form part of the original CA designation.

4. Brookmead, Horsham Road.

Brookmead is a two storey property on a corner plot with Horsham Road and Overford Drive. It is red brick building with two large gables fronting Horsham Road (with two smaller gablets in between), decorative barge boards, tile hanging to the upper gables and substantial chimneys. The lintels above the windows are also decorative stone and painted white. This contrast adds to the character of the building.

It is a deep building on the plot, and the roof form is such that interesting junctions are created, and detailed in quite unexpected ways.

Whilst it is relatively small in stature, the building has a strong presence onto Horsham Road. It forms part of the wider collection of red brick buildings in the area, including Yew Tree House (opposite) and Brookmead Cottages to the south east.

It is considered worthy of being part of the CA designation as it positively contributes to the street scene and is characteristic of the local vernacular.

5. Area to the South of the High Street (from the Library westwards, up to and including Park Gate Cottages).

See ChA5.

6. Horseshoe Lane extension – five properties to be included to the north of The Common.

Nos. 1-4 Horseshoe Lane (also known as College Road) stand on land opposite Common House Farm. During the First World War the land was acquired from Miss GA Eade by FW Warren in a deed of gift of 14th May 1917. Subsequently four cottages were built on the land and let to employees of FW Warren. The cottages were typical of artisan cottages, examples of which are now rare in Cranleigh since most have been bought up, extended, gutted and transformed into larger properties.

These cottages housed under a mansard roof a kitchen/scullery and living room downstairs and two bedrooms over. No bathroom was included, the WC being external to the building. The cottages have not suffered greatly from modernization though have had modest additions to the rear.

The value of these cottages to Cranleigh is the close connection with the artisan life of the village as well as to the major employers in the area. FW Warren was one of several major employees in the village in the period between the wars and was responsible for the construction of many of the heritage buildings that still grace the village. For most of the 20th century, the cottages were home to Warren's employees, first as rentals but later as purchases.

Inclusion in an extended CA would allow the former importance of FW Warren - as benefactors as well as employers - to the village to be recognized. Their role in creating many of the buildings in the CA rounds out the story of our heritage assets rather nicely.

7. Extension to Cranleigh Common

See ChA 6 and also section 3.7.1. Open Spaces.

Removals:

8. Area of space to the south of Barnside, Horseshoe Lane.

The piece of land south of Barnside has been removed from the CA following assessment of the land in accordance with Historic England guidance. Conservation Areas are defined as 'an area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance'. The guidance is clear that CA designation is not generally appropriate for protecting areas of wider landscape, unless the character or appearance of the open area particularly relates to the historic fabric of which the CA designation relates.

This area of land forms part of the Cranleigh School, and leads into some playing fields to

the east. It is laid with grass and includes a single tree towards the centre rear of the plot. Whilst it has some connection with the grade II listed barn to the south (purely through ownership and use), its visual connection is limited. It does provide a pause in the built development, which is a useful tool within a street scene, but this alone does not warrant its inclusion within the CA.

The land does not help to identify or characterise the CA in the location, and is considered an anomaly within the street scene. There is no architectural interest on the site and there is no evidence of any historical links between this land and the wider CA to warrant the protection of this area. Additionally it has no relationship (physical, visual or in terms of use) with the open space on The Common and does not contribute to the development or understanding of the CA in this location.

9. Little Manor Gardens

Little Manor Gardens has been removed from the CA. This is a modern development that was built in the early 1990's, after the CA was designated. Whilst this is a nicely designed estate, it has little relationship to the historic core of the CA and does not contribute to the special architectural or historic interest of the wider CA, and thus it is proposed for removal from the CA.



PART 2 - Management Plan

4.0 Management Plan

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

4.1 Managing Change

Sometimes the qualities that make CAs appealing might lead to further pressure for development.

Cranleigh Village Centre CA is surrounded by land that has potential for future development. There have been a number of residential developments slowly expanding Cranleigh in recent years, and sites have been identified as potential development opportunities in the SHLAA.

Within the Conservation Area boundaries, however, there is limited chance for development, however it is expected that where consent or planning permission is necessary, the appraisal section of this document should be taken into account when making the decision.

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

4.1.1 Small scale change

CA status does not mean that change cannot occur but rather that any changes should enhance the area and respect features which contribute to the character of the area. However, small-scale and piecemeal change can cause the greatest damage to the character and appearance of a CA. The replacement of traditional materials with inappropriate alternatives or the removal of original features may seem to have insignificant effect but cumulatively such changes gradually erode the special character of the area.

Whilst there are stricter permitted development rights with a CA, many small-scale changes do not require planning permission. In these instances careful consideration should be given to the wider impact of these proposals. It is always advisable to check with the Planning Projects Teams before undertaking any work in a CA.

The distribution of a leaflet to all residents within the CA to outline the 'dos and don'ts' of minor alterations to properties within the CA would be a useful tool in increasing understanding and awareness.

Recommendation:

That residents, owners and businesses contact the Planning Projects Team to discuss any small-scale changes and the potential impact of these on the CA before undertaking the works.

Subject to funding and resources, the Borough Council will consider the preparation of a leaflet giving general information about the constraints of living in a conservation area, and design guidance for residents of the conservation area on the following:

- Extensions, including porches and dormers;
- Use of traditional materials and details;
- Conservation of historic fabric;
- Rooflights and satellite dishes.

4.2 Heritage at Risk

The character of Cranleigh CA is heavily reliant on the preservation of the heritage assets. These assets should be preserved, and those which are deemed 'at risk' identified.

4.3 Celebration

4.3.1 Waverley Design Awards

The Waverley Design Awards scheme (introduced in 1995), runs every two years. The objective of the awards is to encourage an interest in the quality of the built and natural environment of the borough. The scheme promotes an awareness of the need for high standards in design, including planning, architecture, sustainable development and landscape design.

It is important to ensure that outstanding design is identified and promoted especially when it preserves and enhances the CA.

Recommendation:

Cranleigh Parish Council is encouraged to nominate new, outstanding developments to the Waverley Design Awards.

4.4 Enhancement Schemes

4.4.1. Utility companies

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

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

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

Recommendation:

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

4.4.2. Standardisation of street furniture and de-cluttering

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

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

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

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

Recommendation:

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

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

4.4.3. Heritage Trail

Cranleigh CA has 21 heritage features, as well as other historic features which can be referenced back to particular periods or events in history. These features are often overlooked therefore it is recommended that a Heritage Trail be created to encourage education of residents, children and visitors on the history of the village.

The Heritage Trail might include:

- Information panels or plaques: for each heritage/historic feature a panel or plaque should be created. These should be designed in a consistent manner throughout the CA (and may be extended in the future to surrounding features outside of the CA boundary).
- Brochures: Brochures should be made readily available detailing a 'trail' which links the heritage and historic features identified on information panels and plaques.

4.4.4. Installation of an information plaque for the Thomas Crapper manhole in front of the old village hospital

The Thomas Crapper manhole has been specifically identified for an information plaque as there is potential for the manhole to be removed if works were undertaken. A plaque is recommended in close proximity to the manhole, and should be included as part of the Heritage Trail.



4.4.5 Provide additional bins around the cricket green

Although there are sufficient benches located around the edge of the cricket green, there is currently a lack of bins to support the use. Therefore it is recommended that additional bins are provided, but in limitation so as not to impose on the character of the green.

4.4.6. Addition of conservation kerb to grass island north of cricket green

The small grass island to the north of the cricket green is regularly driven over by large vehicles as it does not have a formal kerb, and is therefore in danger of being progressively damaged.

A conservation kerb is recommended here, with attention given to the most appropriate size / shape of the island to enable ease of vehicular movement around the corners.



4.4.7. Creation of footpath along desire line to the north of the Cricket Green

Item 1 shown in the photograph below (to the right of the photo) is regularly used as a footpath linking the Common with the residential properties to the north. Therefore it is recommended, dependent on land ownership, that the footpath be formalised to improve safety for pedestrians.



4.4.8. Improve the aesthetics of the nursery gate (adjacent to the Methodist Church)

There is a gate that fronts onto the High Street and forms an important function at Blossom Nursery School. The existing gate is functional in its style and does not respond well to the character of the area, should an opportunity present itself to replace the gate it would be encouraged that the new gate be sympathetic to the character of the CA.

4.4.9. Improve and extend treatment and surfacing of south side of high street

The pavement to the north of the high street has in recent years been enhanced to create a multi-purpose pedestrian area. It is recommended that the southern side of the high street (particularly between the Village Hall and Sainsburys) is enhanced in a similar fashion.

4.4.10. Upgrade the noticeboard outside the Post Office

The noticeboard located on the public realm to the front of the Post Office is currently in poor condition. It is therefore recommended that the noticeboard be replaced or upgraded.

4.4.11. Improve the public space in front of the village hall

The public space in front of the village hall is dominated by hard surfaces with little to no soft landscaping. It is recommended that this area of public space is softened, for example, through the planting of shrubs around the sundial.

4.4.12. Clean, de-rust and paint the Obelisk

Maintenance of the Obelisk is recommended to be undertaken to preserve the heritage feature for future generations. A conservation maintenance plan of cleaning, de-rusting and re-painting should be devised.

4.4.13 Formalisation of footpaths at Lucks Green and upgrade benches

Clear desire lines have been forged across Lucks Green to link the Horsham Road with Mead Road and to use the bench currently situated in front of the stream. It is recommended that the desire line is formalised into a new footpath, and the benches and bins are upgraded in accordance with section 4.4.2.

4.4.14. Landscaping around the Wheelwrights Plate.

The Wheelwrights Plate is a relatively overlooked heritage feature which is currently overgrown with grass and shrubs. Appropriate landscaping around the feature, and installation of an information panel in accordance with section 4.4.3, should be undertaken to highlight the historic value of this heritage feature.



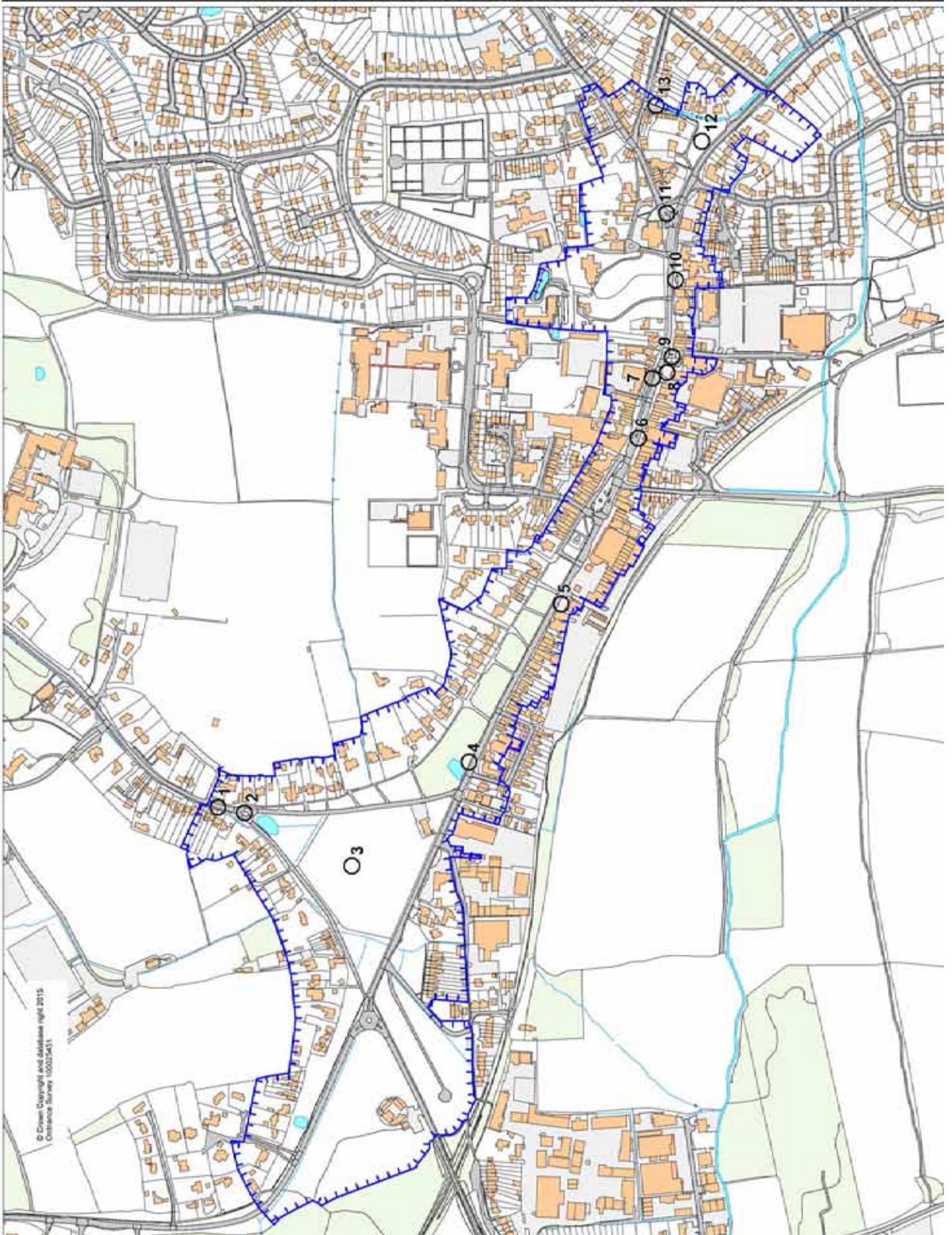
4.4.15. Additional Street Trees

Trees form an important feature throughout the CA. Where possible and appropriate, additional street trees and public realm landscaping should be implemented to further enhance the CA.

4.4.16. Public realm improvements to the front of the Boots Pharmacy site

Improvements needed to the public realm outside of Boots the Pharmacy, including (but not limited to), new paving, improved lighting, planters and possibly benches. This land is in private ownership so this would need to be a collaborative project.

Map 6: Environmental Enhancements



- Consistent bins
 - Consistent benches
 - Consistent street lighting
 - Consistent bollarding
 - Yellow CA lines on road
 - Greater promotion of sustainable travel e.g cycling and walking
 - Heritage trail - brochures and information panels
 - Additional street trees
1. Creation of footpath to follow desire line
 2. Conservation kerb around grass island
 3. More bins around cricket green
 4. Traffic and noise; limited ability to cross, especially towards The Common
 5. Improved aesthetics of nursery gate (private)
 6. Improve and extend treatment and surfacing of south side of high street; conservation kerb, hard landscaping to unify north and south
 7. Upgrade noticeboard
 8. Public realm improvements (under private ownership)
 9. Improved landscaping of public space in front of village hall; soften around the sundial
 10. Information plaque for Thomas Crapper manhole potential for listing
 11. Cleaning, de-rusting and re-painting the obelisk; information panel or plaque
 12. Creation of footpaths and upgrade benches at Lucks Green
 13. Landscaping of Wheelwrights Plate; Information Panel

Appendices

Appendix 1: Extracts from Waverley BC Local Plan 2002

Local Plan Policy HE8 – Conservation Areas

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

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

Appendix 2: Glossary of terms

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

Building of Local Merit:	BLM stands for Building of Local Merit. It is a building identified by Waverley as of local historic, architectural or townscape merit. Many local authorities have lists of such buildings, sometimes called the local list and sometimes Buildings of Townscape Merit (BTM). In Waverley we chose the designation BLM because it is less likely to be confused with statutory listed buildings and also recognises that not all our valuable buildings are within towns.
Conservation Areas:	Areas designated by the Local Planning Authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 as being of special architectural or historic interest, the character of which it is desirable to preserve and enhance.
Development:	Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land.”
Galletting:	Architectural technique of placing pebbles or flint in the mortar between bricks or stonework.
Heritage Assets:	Parts of the historic environment which have significance because of their historic, archaeological, architectural or artistic interest.
Listed Building:	A building of special architectural or historic interest. Listed buildings are graded I, II* or II. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. walls) within its curtilage. English Heritage is responsible for designating buildings for listing in England.
Local Plan:	A development plan prepared by district and other local planning authorities.
Non-designated Heritage Asset:	These are buildings, monuments, sites, places, areas or landscapes that have not previously been formally identified but that have a degree of significance meriting consideration in planning decisions, because of its heritage interest.
National Planning Policy Framework:	Issued by central government setting out its planning policies for England and how these are expected to be applied. It sets out the Government’s requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Strategic Housing Land Availability Assessment (SHLAA):

The SHLAA identifies a future supply of land which is suitable, available and achievable for housing uses over the plan period covered by the Local Plan. The SHLAA only identifies sites. It does not allocate sites to be developed (this is the role of the Local Plan). The identification of sites within the SHLAA does not imply that the Council would necessarily grant planning permission for residential (or other) development.

Vernacular:

Traditional architecture using local materials and following well-tried forms and types. For example, the Surrey vernacular is typified by timber frames and tile hanging.

Appendix 3: Sources of information and further reading

English Heritage (2016) *Conservation Area Designation, Appraisal and Management*, at: www.historicengland.org.uk/images-books/publications/conservation-area-designation-appraisal-management-advice-note-1/

English Heritage (2011) *Knowing your Place*, at: www.historicengland.org.uk/images-books/publications/knowning-your-place

Historic England Heritage at Risk register at: www.historicengland.org.uk/advice/heritage-at-risk.

National Planning Policy Framework at: www.gov.uk/government/publications/national-planning-policy-framework--2

NOMIS (2014) *Official Labour Market Statistics*, at: www.nomisweb.co.uk

Planning (Listed Building and Conservation Areas) Act 1990, at: www.legislation.gov.uk/ukpga/1990/9/contents

Waverley Borough Council (1986) *Heritage Features in Waverley* (4 volumes)

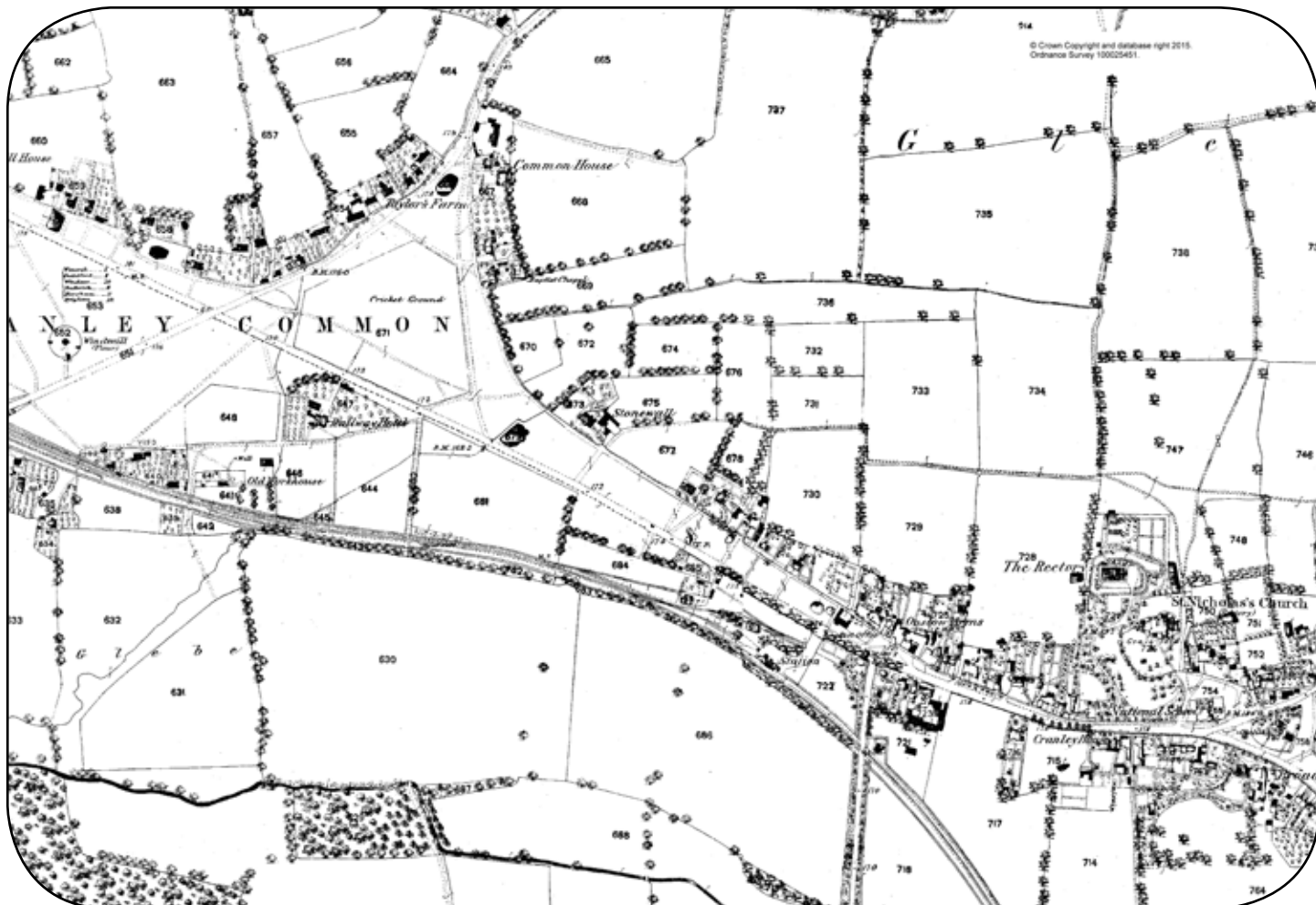
Waverley Borough Council (2014) '*Strategic Housing Land Availability Assessment - 1st April 2014*'; http://www.waverley.gov.uk/downloads/download/1793/strategic_housing_land_availability_assessment_shlaa_2014

Michael Miller (2013) *Cranleigh Through Time* Amberley Publishing

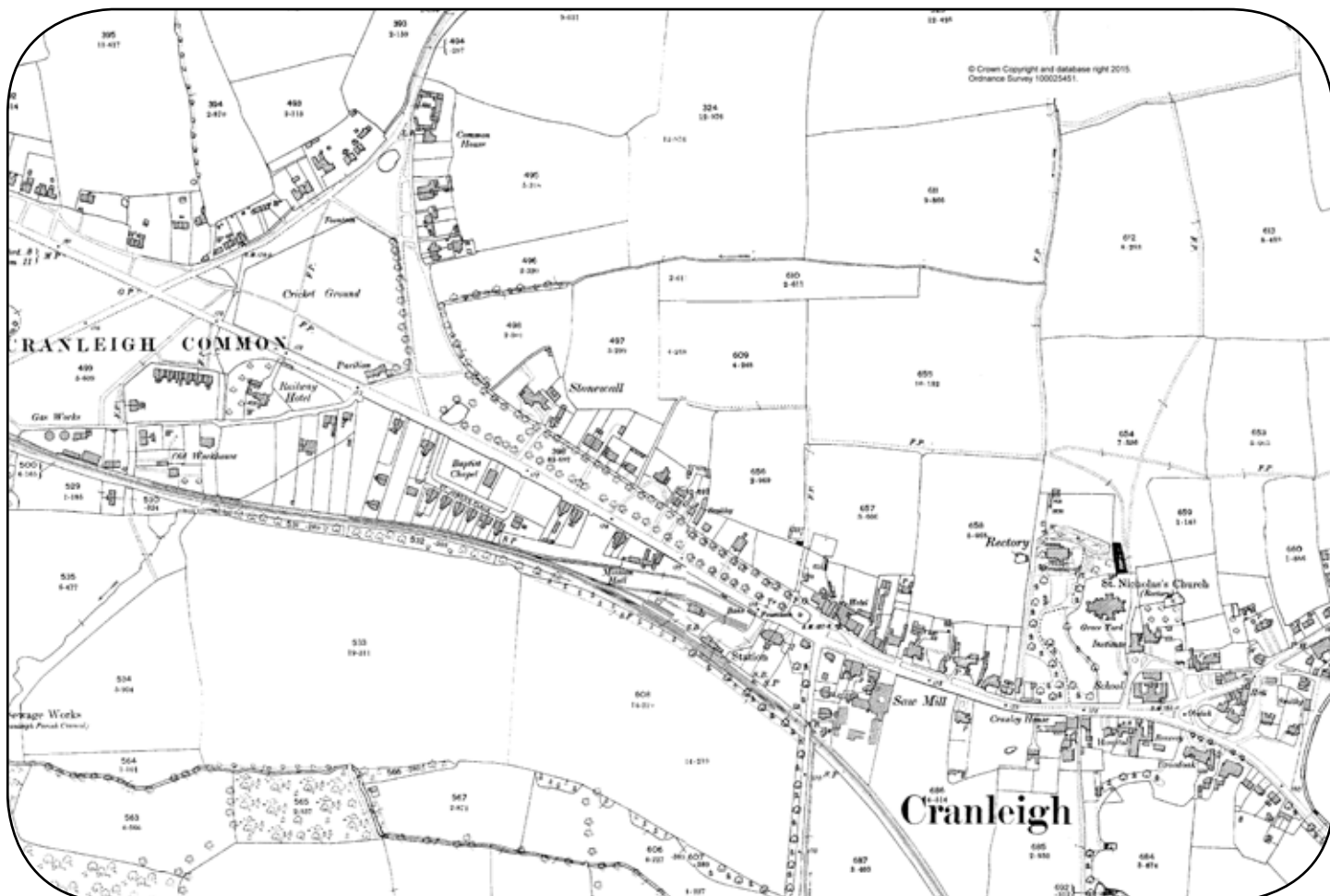
Michael Miller (1995) *Around Cranleigh* Chalford Publishing Company

Chris Budgen (2008) *Cranleigh: A History* Phillimore & Co Ltd.

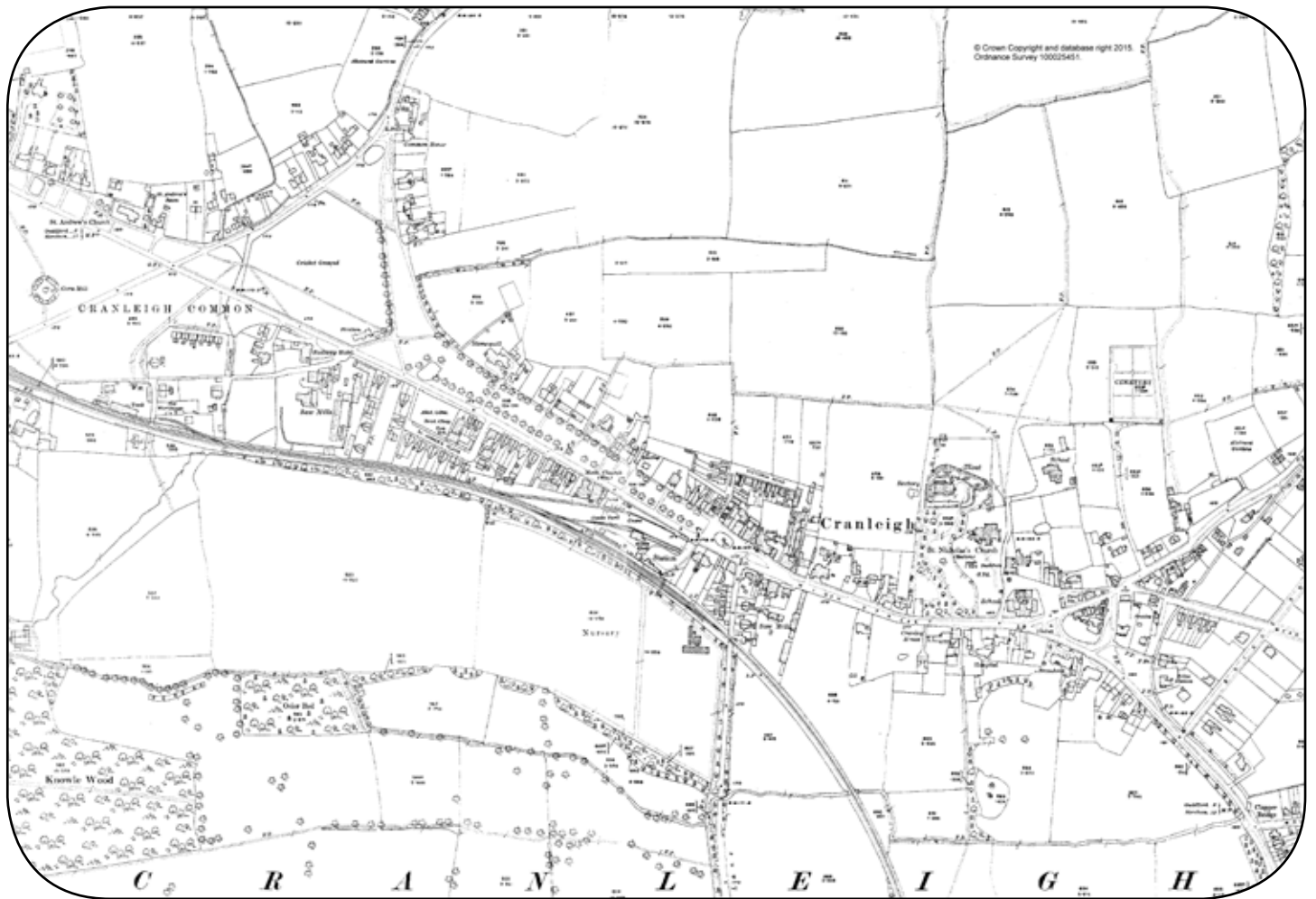
Appendix 4: Historical maps



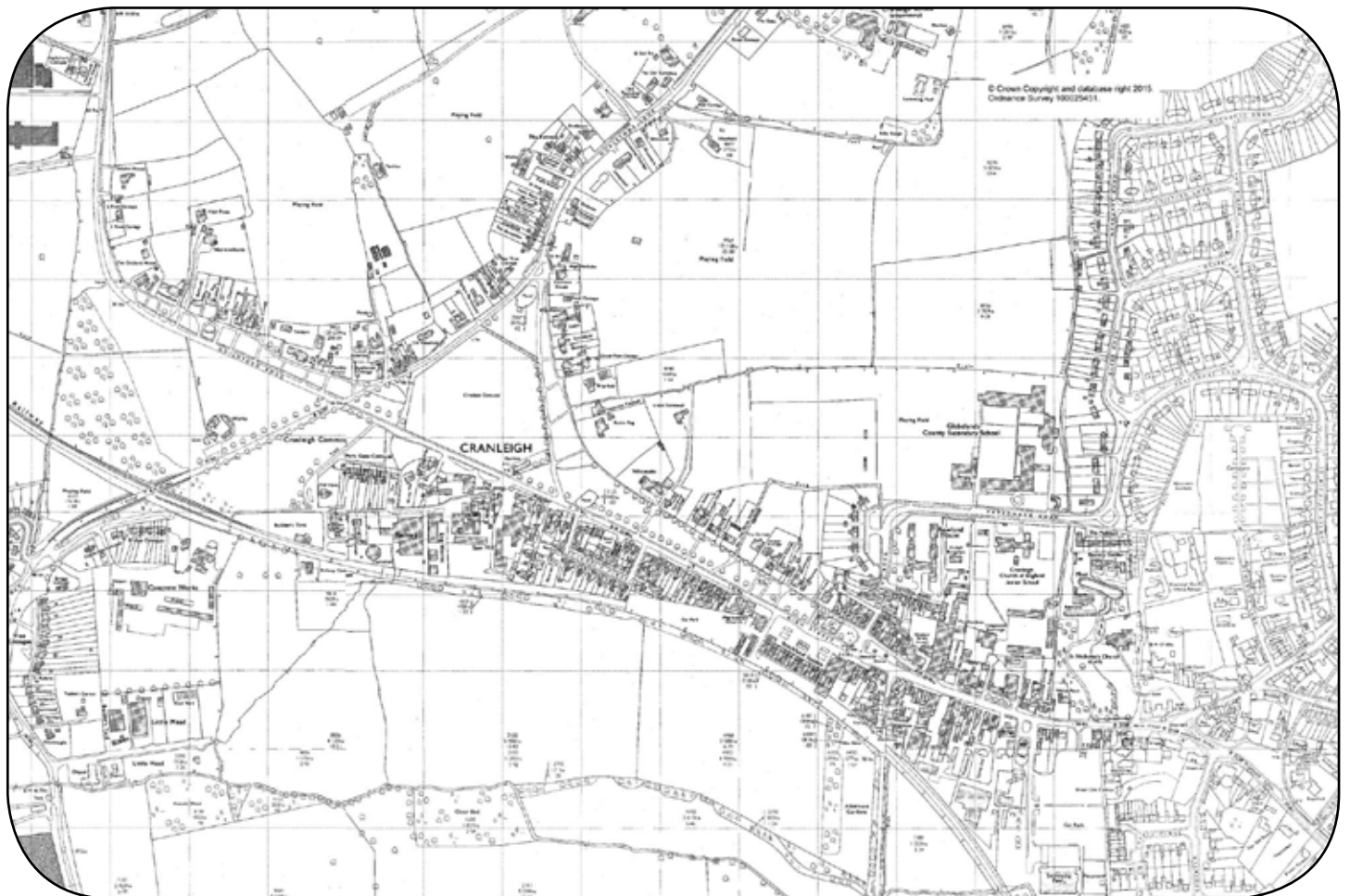
Map 7: Cranleigh circa 1871



Map 8: Cranleigh circa 1898



Map 9: Cranleigh circa 1914



Map 10: Cranleigh circa 1960 - 1982

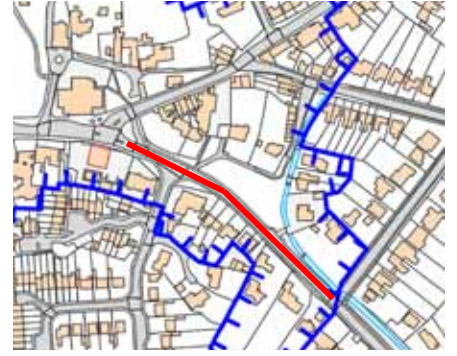
Appendix 5: Shopfront Survey 2016
Ewhurst Road (north side): East - West



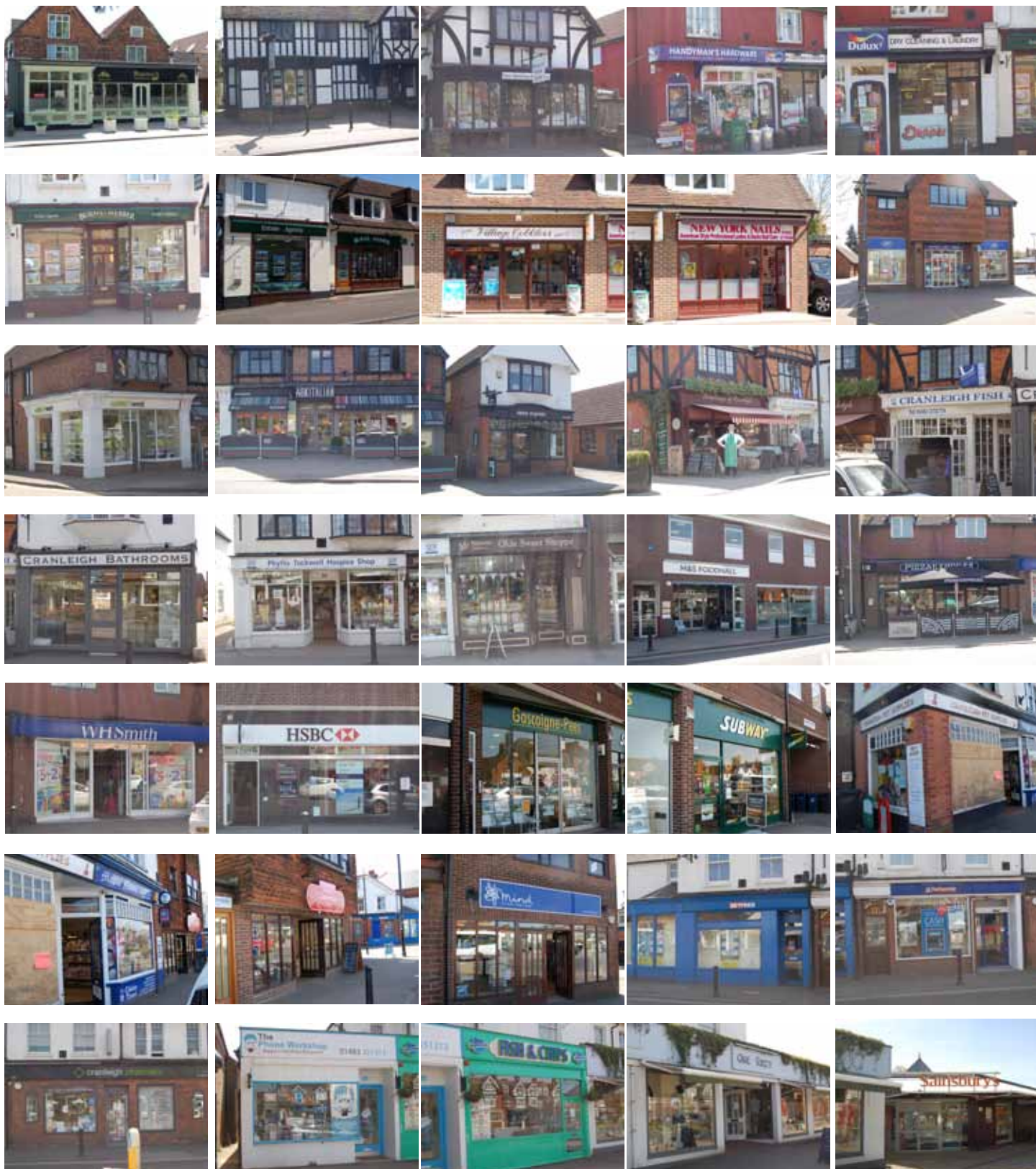
Ewhurst Road (south side): East - West



Shopfront Survey 2016 cont...
Horsham Road: East - West



Shopfront Survey 2016 cont...
High Street (south side): east to west



Consultation Statement Cranleigh Conservation Area Appraisal (CAA)

Introduction

Waverley Borough Council prepared a draft Conservation Area Appraisal for Cranleigh and carried out an associated consultation. This report outlines how the consultation was undertaken, who was involved and how responses were considered.

Consultation Process

The formal consultation started on Monday 18 January 2016 for six weeks, ending on Tuesday 1 March 2016.

The methods to inform the public of the consultation included:

- Letter to all residents and businesses in the existing CA and proposed extensions and removals (including leaflets to explain the implications of being in a CA for those within an extension).
- Leaflet delivered to all commercial premises (retail, office etc.) in the existing CA and proposed extensions and removals.
- Letter for key stakeholders including:
 - Cranleigh Parish Council
 - Surrey County Council Highways Authority and Rights of Way Officer
 - Statutory consultees (Historic England, Natural England and Environment Agency)
 - Southern Water
 - Relevant internal Waverley officers
 - Local Councillors

Please see Appendix A for a full list of consultees.

A hard copy of the draft Cranleigh CAA document was made available at Planning Reception, Council Offices, Godalming (Monday to Thursday 9am – 5pm and Friday 9am – 4pm), a copy left at the Cranleigh library and Parish Council Offices and a copy could be viewed online at:

www.waverley.gov.uk/cranleighcaa

Whilst the consultation was focussed, it did not preclude other interested parties from responding. In addition to the webpage on the Council website, a press release (Appendix B) was issued to inform the public of the consultation.

Respondents were able to comment on the draft Cranleigh CAA in a variety of ways:

- Via the online Innovem (consultation) database accessed via the website (with no need to register)

- By email to the conservation inbox (conservation@waverley.gov.uk)
- By letter

A number of key questions were asked:

- Do you have any comments on the draft Cranleigh Conservation Area Appraisal, and should it cover any other issues?
- Do you have any comments on the draft Management Plan and should it cover any other issues?
- Do you agree with the proposed extensions (shown on plan (attached) as 1, 2, 3, 4, 5, 6 and 7)?
- Do you agree with the proposed removal of areas (shown on plan (attached) as 8 and 9)?
- Are there any other areas that should be included or excluded? If so, please identify where the boundary should be extended or reduced, what it should include or exclude, and why?

In addition to the above, a Steering Group consisting of members from Cranleigh Parish Council, the local amenity groups (including the Cranleigh History Society, Cranleigh Society and Neighbourhood Plan group), local Councillors, Surrey County Council (including the local SCC Councillor) and the Chamber of Commerce was set up. This group was active in the preparation of the CAA and met regularly to discuss the content. In addition, a walkabout was conducted and environmental enhancement projects for the management plan were highlighted. This gave participants the opportunity to raise questions, but also to gain feedback on the content.

A full summary of the consultation responses is set out below. The main issues have been identified as a result of this process and, where appropriate, amendments made to the CAA.

Consultation Responses

21 responses were received to the draft document. The responses fell into one of four categories:

- 1) Key consultees
- 2) General comments on the CAA and Management Plan
- 3) Comments on the proposed boundary changes
- 4) Comments suggesting amendments to boundary

The comments are summarised below.

- 1) Key consultees

Consultee	Comment
Historic England	Historic England is pleased to see the progress that Waverley is making in preparing appraisals for the conservation areas of the Borough.

	Historic England support the proposed additions to the boundary and specifically are happy to confirm that the area of The Common proposed for inclusion appears suitable and meets the recently published advice. Historic England consider that the justification for this inclusion is robust taking into consideration the area's special historic and architectural interest.
Natural England	Natural England does not consider that the CAA poses any likely significant risk to those features of the natural environment for which they would request a more detailed consultation response. It does not wish to make specific comment on the details of this consultation.
Environment Agency	No response received.
Cranleigh Parish Council	Supports the proposals as put forward.

2) General comments on the CAA and Management Plan

The comments and letters received in response to the CAA were largely supportive of the proposals and Management Plan. However, the following suggestion and observation was made:

Respondent comment	Waverley response
The new areas of the CA adjacent to the High Street, Guildford Road and Elmbridge Road should have Maple trees planted at the edge to improve the visual amenity of the edge of The Common.	A general point about landscaping and street trees throughout the CA can be added to the Management Plan. It is likely to significantly alter the character of the CA if trees were to be planted along the entire edge of The Common, so this is unlikely to be supported, but planting could be appropriate in specific areas throughout the CA.

3) Comments on proposed boundary changes

The comments received were generally supportive of the proposed boundary changes, both the extensions and removals. Many expressed particular support for the extensions to The Common and the area to the South of the High Street.

There were a number of objections to the proposed boundary changes:

Boundary Change	Comment	Council's Response
Extension to rear of The White House and Chase Cottage, The Common	Two objections were made to this extension: Cannot understand why	This proposed extension is to provide clarity to the extent of the CA which currently cuts through

	<p>this is necessary, what will it achieve?</p> <p>The owners consider that there is no public benefit to this proposed extension. It is a small strip of land and the owners have no intention to develop or build on the land or remove the existing trees and hedge. The owners do not wish to have to apply to the Council to undertake work to these features on a regular basis.</p>	<p>these two properties. Whilst the current owner does not have any significant plans for development on this site, they have raised concerns about control by the Planning Authority. However, it is best practice to ensure that the CA boundary is meaningful and can be easily identified on the ground – in the main this means following a natural or manmade boundary. It is for this reason that the boundary in this area is proposed to change to ensure that there is clarity over the extent of the CA in this location.</p>
<p>Extension to the garden to the rear of Homefield, Guildford Road</p>	<p>Cannot understand why this is necessary, what will it achieve?</p>	<p>Part of the garden currently sits outside the CA. There is no indication on the ground where the CA runs, to ensure clarity and that current and future occupiers understand where the CA boundary is location, it is proposed that the entire site is included within the CA.</p>
<p>Extension to the Old Evangelical Church, Mead Road</p>	<p>What significance would including this building have on the area?</p>	<p>Not only is the building the only one of the row that is currently excluded from the CA, but its historical connection to the development of Cranleigh is both interesting and important. The form of the building continues to display characteristics of its former use. It was surprising that the building was not included in the initial designation, however this is the opportunity to rectify the issue.</p>
<p>Extension to Horseshoe Lane – 5 properties to north</p>	<p>Long term impact on parking for house, if</p>	<p>The historic connection that these properties have</p>

of The Common	current arrangements were to be removed, given the likely need for planning permission.	with the wider understanding of Cranleigh CA is documented in Section 3.9 (part 6). Whilst the concerns of the owner are noted, this issue alone does not outweigh the significance of these buildings and the positive contribution they make in both historic and architectural terms to the CA. Long term if the owner were to look at making amendments to their property, it is suggested that early contact be made with the Council's Planning Service to see what opportunities are available. Being within a CA does not mean that development cannot occur.
Removal of space to the south of Barnside, Horseshoe Lane	Three objections were made including: Cannot understand the rationale behind this proposal. Consider the removal to be an opportunity to develop the site. The area should be retained as it is by nature more part of the existing area.	Section 3.9 (point 8) of the Cranleigh CAA clearly explains the rationale for including this building within the CA. CA designation does not protect land/sites/areas from development. Designation should also only relate to areas that have a historic or architectural connection – in this instance, it is considered that the area of land does not fulfil this criterion and should be excluded from the CA.

4) Comments suggesting amendments to boundary

Respondent comment	Council's response
St James's Place should be	St James's Place was considered as

<p>considered for inclusion. The Victorian cottages in the road have equal merit to the cottages on the south of the High Street and The Willows is a lovely property.</p>	<p>part of the boundary amendments. Whilst the properties are indeed very attractive, they do not, individually or collectively, contribute to the wider understanding of the CA in this area or are of sufficient architectural or historic interest to be included in the CA.</p>
<p>The Downs Link (a facility for walkers and cyclists) as well as the fields that abut this area (including the osier beds) provide the rural feel to much of Cranleigh. These should be incorporated into the CA.</p>	<p>The CAA has carefully considered the existing boundary and recommendations have been made to make the relevant amendments which are relevant to the understanding and historic context of the area.</p> <p>It is not appropriate to extend the boundary in such a way to protect the wider rural character as this would undermine what is distinctive and special about the CA.</p> <p>Additionally, CA designation does not protect sites from future development.</p>
<p>The Cranleigh School is included.</p>	<p>Whilst an interesting site, the Cranleigh School (both sites) are disconnected from the CA. It would therefore not add any historical or architectural understanding to the CA. A number of buildings at The Cranleigh School are listed which affords them protection.</p>
<p>The area of woodland adjacent to The Common extension (where the old windmill was located), should be included.</p>	<p>It is considered that the edge of the woodland provides a clear boundary to The Common. It is the Common itself and not the surrounding woodland that has the historic interest to add to the understanding of the CA.</p>
<p>Extension south east along Horsham Road, up to and including Penwerris.</p>	<p>No information/justification has been put forward for why this should be included within the CA. The boundary in this area was carefully considered to ensure it captured the relevant buildings leading into the village centre. It is considered that the CA would be undermined if the boundary were further extended into the more established residential area. Additionally there do not appear to be any historic or clear architectural aspects of this area that would aid the understanding of the CA.</p>

<p>The CA should be extended north towards The Cranleigh School.</p>	<p>The boundary in this location was carefully considered. The extension to include the five properties in Horseshoe Lane was clearly justified, reflecting the historic and architectural nature of these specific properties. No similar justification/information has been submitted to explain why the boundary should extend further north; therefore this proposal cannot be supported.</p>
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Next Steps

The consultation has informed the necessary amendments to the document before being submitted through the committee process (Executive and Full Council) for adoption as a material consideration in planning applications and to inform future environmental enhancement works.

Appendix A – Consultees

- Surrey County Council
 - Highways & Parking
 - Rights of Way
- Waverley Borough Council
 - Local Ward Councillors
 - Officers from Planning, Environmental Services and Community Services
- Cranleigh History Society
- Cranleigh Society
- Cranleigh Neighbourhood Plan Group
- Cranleigh Chamber of Trade
- All commercial businesses in CA and proposed extensions and removals
- Historic England
- Natural England
- Environment Agency
- Southern Water
- Cranleigh Parish Council
- The Owner/ Occupiers within the CA and proposed extensions and removals.

Consultation approved for Cranleigh Conservation Area Appraisal

Published Wednesday, 6 January 2016

Waverley’s Executive Committee has agreed to undertake a formal public consultation on the draft Cranleigh Conservation Area Appraisal (CAA).

The consultation will take place later in January 2016. Once complete, the CAA will assess the character and condition of the Conservation Area and will contain a Management Plan identifying potential enhancement schemes.

It will be adopted as a material consideration and will be used in the determination of any application for planning permission and listed building consent in the area.

Councillor Brian Adams, Portfolio Holder for Planning, said: “I hope many Cranleigh residents who are interested in the preservation of historic parts of the village will take part in the consultation.

“The council will then take into account all the views received to help mould the CAA, which could include amendments to the current Conservation Area boundary.

“Currently the draft Cranleigh CAA proposes significant boundary extensions to the south of the High Street and The Common.

“Cranleigh is one of 43 Conservation Areas in the borough and the council is dedicated to keeping the areas preserved and where possible enhanced, for future generations.

“Residents should look out for further notifications from the council on its website, detailing when the consultation will take place.”

Cranleigh Conservation Area Appraisal consultation

Published Wednesday, 27 January 2016

Waverley Borough Council wants to hear your views on the draft Cranleigh Conservation Area Appraisal (CAA).

The council is holding a consultation to get residents' and local businesses' views on the draft CAA, which assesses the character and condition of the Conservation Area and contains a Management Plan identifying potential enhancement schemes. The document has evolved with the help of representatives from Cranleigh Parish Council, Surrey County Council, Chamber of Commerce, Cranleigh History Society, Cranleigh Neighbourhood Plan Group and the Cranleigh Society.

Once approved, it will be adopted as a material consideration and be used in the determination of any application for planning permission and listed building consent in the area.

Councillor Brian Adams, Portfolio Holder for Planning, said: "I hope many Cranleigh residents who are interested in the preservation of historic parts of the village will take part in the consultation.

"The council will then take into account all the views to help mould the CAA, which could include amendments to the current Conservation Area boundary.

"Currently the draft Cranleigh CAA proposes significant boundary extensions to the south of the High Street and The Common.

"Cranleigh is one of 43 Conservation Areas in the borough and the council is dedicated to keeping the areas preserved and where possible, enhanced, for future generations."

The draft Cranleigh CAA is open for comment until Tuesday 1 March and can be viewed online at www.waverley.gov.uk/cranleighcaa.

Hardcopies are also available in the planning reception of Waverley Borough Council offices, The Burys, Godalming, GU7 1HR.

Comments can be submitted online, emailed to conservation@waverley.gov.uk or posted to Waverley Borough Council addressed to Sarah Wells.



Shopfront Design Guide Supplementary Planning Document



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1.0 Introduction

1.1 Purpose of the Guide

This document aims to provide developers and retailers with design guidance and good practice examples for the alteration or installation of shopfronts and shop signage. It applies to all buildings with a ground floor frontage in non-residential use.

The Borough includes four main centres (Godalming, Cranleigh, Farnham and Haslemere), as well as many smaller village and local centres, many of these have distinct and strong characters. The design of shopfronts and their influence on the shopping street are important to the preservation and enhancement of these towns and villages and reinforce their local distinctiveness.

This guidance applies to all shopfronts not just those in the main towns. It should be read in conjunction with Conservation Area Appraisals and any other relevant documents (for example design statements).

Shopfront design has always been strongly influenced by fashions and prevailing architectural trends. As such, within Waverley there is a variety of historic and modern shopfronts that contribute to the character of shopping streets. However, there is increasing pressure for traditional shopfronts to be replaced by standard frontages with large plate glass, plain aluminium surrounds, oversized

fascias and excessive advertising which is not encouraged. As such, the retention of traditional shopfronts is important within Waverley. However, this does not restrict the installation of modern shopfronts that demonstrate an understanding of the context of the building and streetscene and follow this guidance.

This guidance should be used whether planning permission or relevant consents are or are not required. This will help to ensure that development is respectful of the surrounding area and of a high quality design. It is worth considering employing an architect to achieve the most attractive and effective shopfront.

This guidance is not intended to stifle creative and innovative design, but to ensure that relevant aspects are considered at each stage of the development process.

1.2 Policy Context and Permissions

Supplementary Planning Documents (SPDs) provide detail on the interpretation and delivery of national and local planning policy. This guidance will be adopted as a SPD to support the National Planning Policy Framework (NPPF), National Planning Practice Guidance (NPPG) and Waverley Borough Council's Local Plan 2002. The saved policies which this guidance supports are identified in Appendix 1.

Alterations to shopfronts or the installation of new signs may need planning permission, advertisement consent and / or listed building

consent. Please see Appendix 4 for further information.

2.0 Elements of a Shopfront

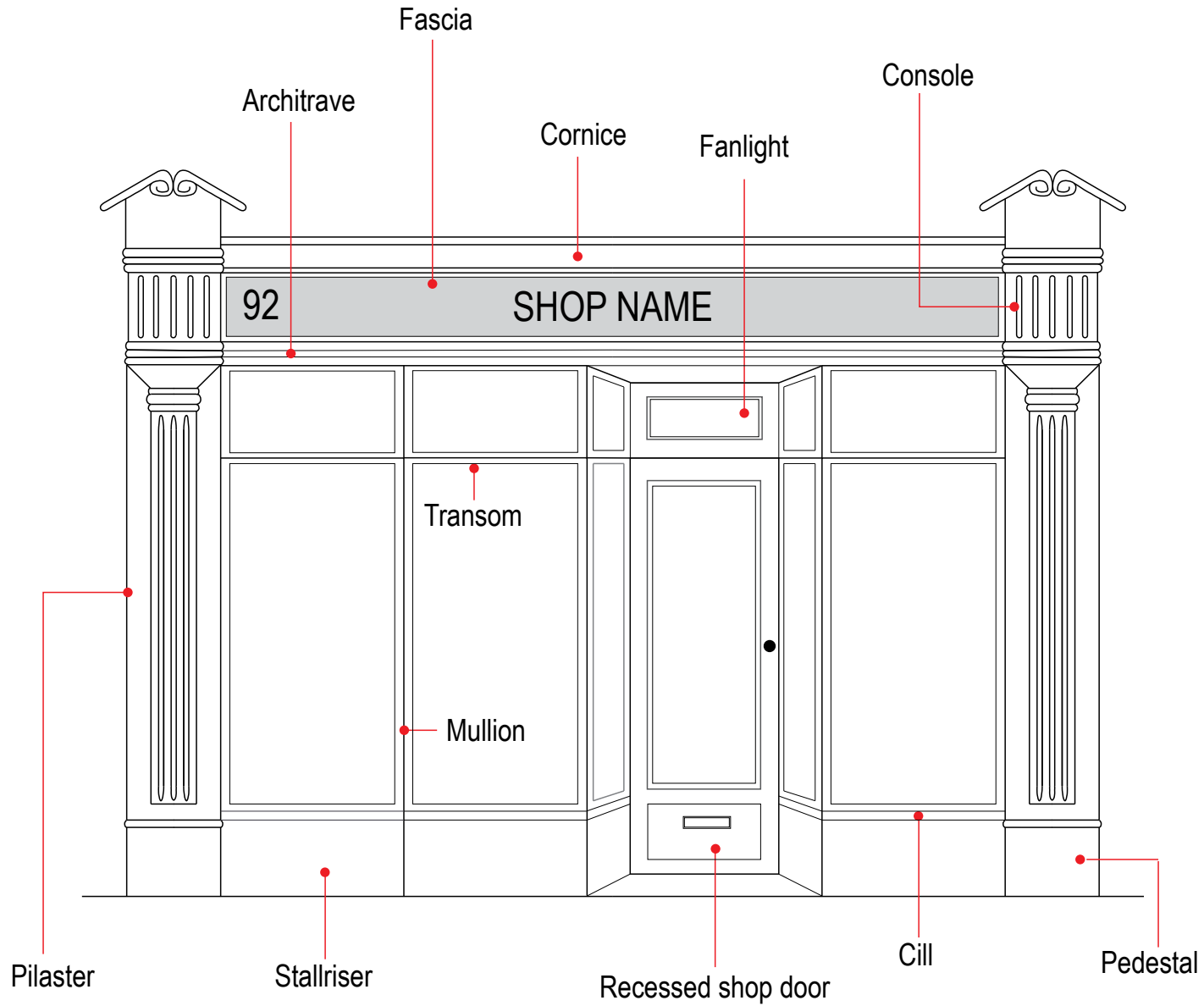


Figure 1: This figure identifies the different elements which make up a traditional shopfront. Within modern shopfronts, some of these elements may not be used.

3.0 Good Practice

3.1. Restore not replace

Waverley encourages the retention and restoration of historic and traditional shopfronts over replacement, particularly where the original shopfront or detailing still remain. This can often be a more cost-effective and sustainable way of improving a shopfront, and helps to retain the character of the building and streetscene.

With respect to listed buildings, the Council must have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. Therefore it is considered that original shopfront features which remain in listed buildings should be restored not replaced, unless there is exceptional justification for such removal or replacement. This is also an expectation for Buildings of Local Merit.

3.2. Minimise signage

Signage above the fascia should be avoided as it can make the shopfront too busy. Where businesses occupy the upper floors, advertising should be limited to lettering applied to windows. The exception to this would be for hanging signs, which can be suitably placed both in line with the fascia and between the fascia and the cill of the first floor windows (see Section 5.7.2).

Figure 2: Illustrations of a good and bad street scene.

4. Key Design Considerations

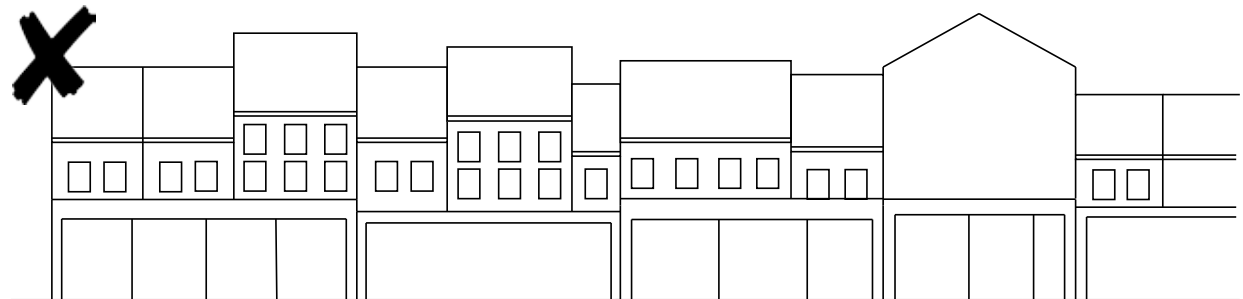
4.1. The Street

Consideration should be given to the effect of the shopfront design on the wider streetscene. Poor or overbearing designs can have a negative impact on the appearance of the neighbouring shops and wider shopping street, and reduce the appeal for shoppers to visit and spend time within the area.

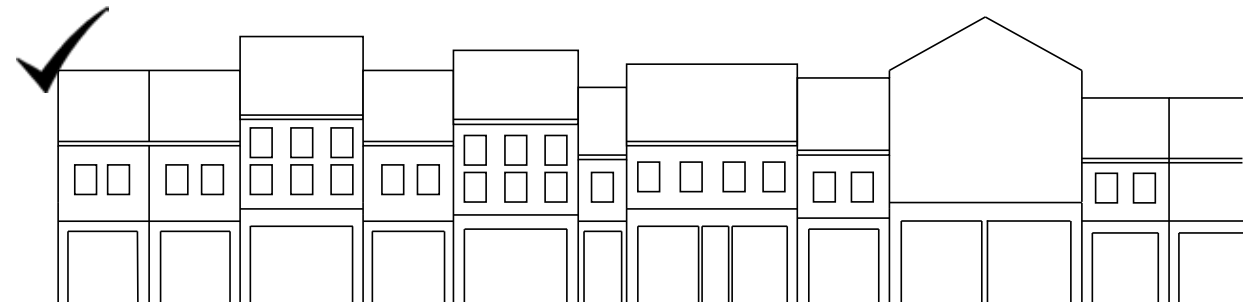
When designing a shopfront, you should look to neighbouring buildings for inspiration and identify the character of the shopping street so that the proposal blends in with the streetscene,

whether this is a consistent uniform style, or a variety of styles which add interest and individuality. The proportions, materials and detailing should not seek to dominate unnecessarily.

Where a shop occupies more than one unit, the shopfront should seek to retain the appearance of each individual unit to promote the vertical emphasis and retain the rhythm of the buildings. These may be linked visually through the use of a consistent fascia design on each unit.



Continuous fascias which extend across several buildings weaken the rhythm of the streetscape and create a horizontal emphasis.



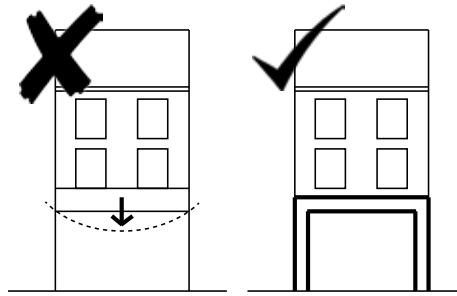
Subdividing the street into individual shopfronts and varying the size and height of the fascia to suit the scale of the building reinstates the rhythm of the streetscape.

4.2. The building as a whole

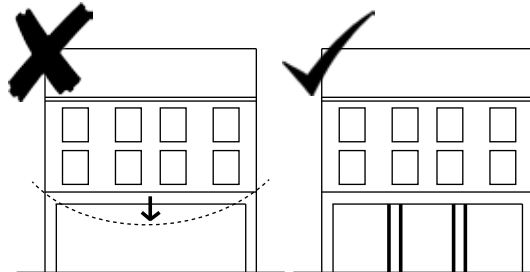
As well as considering the design of the shopfront within the wider streetscene, the design should reflect and enhance the historic fabric and nature of the building within which it will be located. The shopfront should not work in isolation from the rest of the building, and the design should consider the building's scale, proportions, architectural style, vertical alignment and materials. Thought should be given to how the 'Elements of a Shopfront' in Section 2 can be designed to fit appropriately within the building as a whole.

As a general rule, the shopfront should not rise above the floor level of the first floor as this can obscure part of the upper elevation and result in an unbalanced façade.

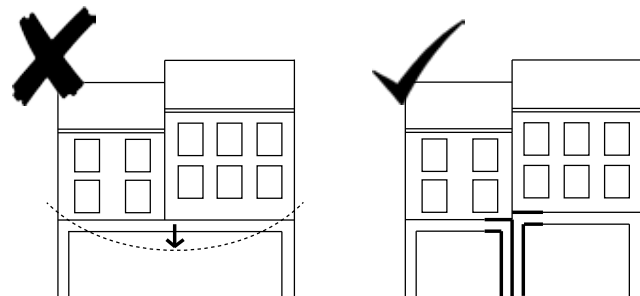
The actual and perceived structural support and strength of a shopfront is an important factor in the design of the facade. The retention of individual shopfront units or the use of mullions will emphasise the vertical lines of a building, and can provide visual and structural strength to the shopfront.



A shopfront with a lot of glass, thin window frames and no pilasters makes a building look weak (left). A strong shop frame provides greater support (right).



In a wide building a shopfront can still look weak, even with a frame (left). Therefore, columns or mullions can provide visual support (right).



A lack of support underneath the party wall makes these two buildings look unstable (left). Subdividing the shopfront overcomes this and reinstates a vertical rhythm (right)

Figure 3: Illustrations demonstrating how the facade and perceived structural integrity of a building can be strengthened.



Figure 4. High Street, Haslemere: This shop has retained the individual unit frontage as well as detailing such as the original door to the left hand unit. This preserves a strong structural frontage and the rhythm of the streetscene. The gently sloping street has also been considered, and incorporated into the height of the fascias.

5. Detailed design considerations

5.1. Doorways and Access

Recessed doorways are an important traditional shopfront feature within Waverley which help to break up the streetscene and create interesting and easily identifiable entrances. These features should be retained and are strongly encouraged in new installations.

It is important that alterations to the entrance of the shop enable access for all, including wheelchair users and push chairs. This may be achieved through the creation of a level threshold (where possible) and easy to open doors that have an open width of 1m.

Doorways and access should conform to Part M of The Building Regulations 2010. For further information please contact the Council's Building Control team (details in Appendix 2). The expectation is that all new shopfronts comply with the requirements of the Equality Act (2010). However, where the building is listed it is strongly encouraged that pre-application advice is sought from the Planning Projects Team to ensure that the needs of the listed building are balanced against the requirements of the Equality Act.

Where required, the Council will ensure that access to residential accommodation located on upper floors is also improved and is secure. Doors which lead to upper floors should harmonise with the shopfront and should be



Figure 5. High Street, Haslemere: Traditional recessed doorway.



Figure 6. High Street, Cranleigh: The access door to first floor accommodation complements and is in keeping with the shopfront and encourages vitality.



provided at the front of the premises to ensure greater safety and encourage street activity.

5.2. Shop windows – design and arrangement

Large plate glass windows within historic shopfronts are not considered to be suitable, and are not acceptable on Listed Buildings. They have an adverse effect on the relationship between the proportion and scale of the ground and upper floors. In such cases, to retain the traditional shopfront glazing bars, mullions and transoms should be used to divide the windows.

Within modern shopfronts, large plate glass windows can be acceptable such as in Figure 7 where they do not weaken the rhythm of the streetscene and are proportionate to the building. As identified in section 4.1 and 4.2, where a business occupies more than one unit/building, large plate glass windows that span across all units are not considered acceptable.

Building Regulations should be considered where large plate windows are proposed, such as the use of toughened glass and 'manifestation' (incorporating features in transparent glazing which indicate the presence of glazing). For further information regarding building control regulations please contact the Council's Building Control team, details can be found in Appendix 2.

Figure 7. High Street, Haslemere: The large modern shop window here is a good example as it respects the proportions and detailing of the building. The retention of the brick pilaster in line with the end of the gable provides visual strength to the shopfront. The fascia could have been split in line with the retractable awnings to retain visual rhythm of the original shopfronts.

5.3. Security shutters and grilles

Whilst it is accepted that security is of upmost importance to retailers within town centres, the impact of some of these methods can have an significant and detrimental impact on the streetscene. Many modern security shutters are generally not suitable for use in retail areas. Solid, or almost solid, external roller shutters have a negative effect on the shopping street which can outweigh the perceived security benefits. They can also create a forboding appearance which gives the impression that the area is susceptible to crime and attract graffiti and flyposting and conceal important architectural features of the premises.

Security measures which could be used, if it is felt that there are security issues, are:

- Use of toughened glass or anti-shatter film (though this may not be appropriate in listed buildings, conservation areas or where historic glass is in situ);
- Good lighting, CCTV cameras and alarms (usually these will not require planning permission).

Traditional shopfronts with classical principles of design such as stall risers, mullions and glazing bars, are generally more secure than modern designs with extensive panes of glass as smaller areas of glass are harder to break.

The most effective measure to improve the security of premises is to encourage an active and well-used high street throughout the day and evening which in turn would encourage

natural surveillance.

5.4. Stall risers

The stall riser protects the shopfront from accidental knocks and enables the shop window to be raised to eye level. This creates a more balanced and proportioned shopfront. Stall risers should relate to the height of the pilaster base, be of appropriate materials which respect the main building, and should be robust.

Although a stall riser is not necessarily required, if the shopfront is located within a ‘parade’ of shopfronts where there is a tradition of stall risers, the tradition should be continued and the stall riser retained. Where a stall riser has been removed in the past, it is encouraged that it be re-installed.



Figure 8. West Street, Farnham: The use of a brick for the stall riser respects the character of the building. The stall riser is proportionate to the building and elevates the window to eye level.

5.5. Materials

The choice of materials used for a shopfront should reflect the materials and architectural style of the building within which it is situated, and pay regard to the character of the area. Use of traditional materials is preferred including brick, tile and plaster, with stained or painted wood. Materials which have good weathering characteristics are also preferred. It may be appropriate to use decorative cast iron work in a new design.

There are a number of decorative shopfronts which incorporate ceramic tiles that should be maintained and retained. Whilst not a prevalent material, these shopfronts add variety, and demonstrate how uncommon materials can, if used appropriately, be beneficial to the streetscene.

Materials such as granite or marble are generally not suitable, and the use of modern, highly reflective materials such as plastic and metals should be avoided. In the case of Listed Buildings the use of aluminium, plastic and mosaics is not acceptable, and they should be avoided within a conservation area.



Figure 9. Ewhurst Road, Cranleigh: An example of marble shopfront which is not considered best practice.

5.6. Colours

Colours should be carefully considered, and an appropriate colour and tone should be chosen which respect the character of the street and enhances the streetscene. Generally, muted traditional colours are preferred and are more likely to maintain the existing character of the town or village. However this does not preclude companies from using their logos if they are not detrimental to the wider character or appearance of the streetscene.

Some large companies have alternative logos and fascias for sensitive areas, such as on a listed building or within a conservation area. These are encouraged and preferred within such sites.

5.7. Signs and shopfront adverts

This section refers to all signs and adverts which are related to the shopfront. It does not intend to cover all types of advertisement. A link to further information on all types of advertisements can be found in Appendix 3.

5.7.1. Fascias and Lettering

Fascias are often the most dominant and eye-catching element of a shopfront. It is thus most noticeable, and often detrimental when the fascia sign is out of proportion with the building and shopfront. Therefore, it is imperative that the fascia sign is not too prominent and respects the proportions of the overall building and adjoining shopfronts.

The general rules for fascia signs are:

- They should not extend below the top of the pilaster or above the cills of first floor windows;
- They should not obscure, damage or project forward of the architectural features;
- Where a shop occupies more than one unit, each unit should have a separate fascia sign. A continuous fascia is contrary to the principle of promoting vertical lines and can be too dominant (see fig.4);
- Fascia sign material should not be shiny or acrylic. Matt-painted fascia signs are most appropriate;
- Box fascia signs should be avoided as they are often too large and bulky and unsympathetic to the style of most buildings;

- Standard designs of national retail chains may not always be appropriate, especially within conservation areas, and therefore may need to be adapted to be suitable for a location.

Fascia signs on a listed building or within a conservation area will be expected to be traditional, and use traditional materials; the use of plastic fascia signs is not considered acceptable in these cases.

Lettering should be large enough to be seen by shoppers, but should not dominate the fascia or shopfront. Each shop should have the street number clearly displayed on the fascia or on the glazing above the door.



Figure 10. Poor fascia sign sizes and design can overbear the shop front and obscure architectural detailing. Fascia signs should seek to work with the building and existing features.

5.7.2. Projecting and hanging signs

Projecting or hanging signs are a traditional element to a streetscene. They should be simple and of a proportionate size in relation to the rest of the shopfront. They should be placed either at fascia level or in line with the first floor window cills and should not obscure any architectural details.

Projecting box signs or internally illuminated projecting signs are generally considered to be inappropriate, especially on a listed building or within a conservation area. Policy HE8 of the Local Plan 2002 precludes internal illumination in conservation areas.



5.7.3. Illuminated signs and shopfronts

Subtly lit window displays or fascia signs can be effective in promoting and advertising a shop and make a positive contribution to the streetscene at night. This is especially relevant to businesses that operate in the evenings.

Internally illuminated signs are not recommended as they reduce the appeal of a shopping area and dominate a shopfront. These will not be permitted on a listed building or within a conservation area.

Externally illuminated signs are considered to be more acceptable as they are sympathetic to and help to preserve the character of towns and villages. Sympathetic ways of lighting a fascia sign, or projecting and hanging signs, include the use of small spot lights, halo lighting or a compact strip light.

The intensity of the illumination should be considered; the sign should be easy to read when illuminated whilst not causing a glare or adversely affecting nearby homes. Flashing signs should not be used where they may distract traffic.

Advertisement consent is required for illuminated signs and some non-illuminated signs. See Appendix 3 for suggested guidance for advertisement consent.

Figure 11. Examples of historic and modern projecting and hanging signs which are appropriately located on the shopfront.

The subtle external illumination used for the ASK Italian hanging sign is sympathetic to the streetscene and a more appropriate form of lighting than internally illuminated box signs.

5.7.4. Advertising boards (A-Boards)

Surrey County Council has provided guidance which specifies conditions on when A-Boards will be permitted on highway land. This is to ensure that the number, size and positioning of advertising do not create hazards for the highway users (particularly those with impaired vision, mobility problems, the elderly or those with young children). All A-Boards should follow this guidance.

As a general rule, A-Boards should not clutter or obstruct the street and should be sympathetic in terms of colour and materials to the wider streetscene and character of the town or village. Where a shopfront has a projecting sign, it is not expected an A-Board is required for the shop. Projecting signs, subject to advertisement consent, are considered preferable to the use of an A-Board.

Please see Appendix 3 for a link to the Surrey County Council guidance.

5.8. Awnings and Canopies

Although canopies and awnings can provide interest on the streetscene, and provide protection for shoppers from the sun and rain, care should be taken when choosing design, materials, patterns and location.

Considerations which should be taken include:

- Ensuring the size, shape and position of the awning/canopy are in keeping with the character of the building;
- Ensuring the materials and colour are in keeping with the character of the building and streetscene, as discussed in Section 5.5 and 5.6;
- Integrating the boxed housing within the shopfront, preferably within the pilaster and in line with the fascia;
- Where a shop occupies more than one unit, each unit should have a separate canopy/awning ;
- The use of retractable, not fixed, awnings and canopies. Retractable awnings are preferred as they allow for greater flexibility so that the awning may be used, or retracted, as is appropriate for the weather and/ or season;
- Ensuring the awning/canopy is sufficiently high to allow pedestrians to pass easily beneath them. Canopies and awnings which overhang the public highway may require a highway licence (contact Surrey County Council for further information) and should conform to Surrey County Council recommendations for clearance heights (Table 1).



Figure 12. West Street, Haslemere: The incorporation of a retractable awning on this shopfront does not dominate over the overall frontage and allows for flexibility of use. The awning blends into the shopfront in terms of colour and is of a traditional style that complements and enhances the shopfront.

Road type	Minimum height to underside of canopy/awning
A	7m
B and C	6m
D	5.4m
Footways, pavements and pathways	2.3m

5.9. Wiring and other features

Wiring, burglar alarms or surveillance systems, for example, can detract from the quality of a shopfront. Where possible, wiring should be internal and it should not be visible if it is external to the building. Surveillance systems or burglar alarms should be designed into the shopfront and should not interfere with architectural details.

Appendices

Appendix 1: Waverley Borough Council Local Plan 2002 Relevant Saved Policies

Development

- D1 Environmental Implications of Development
- D4 Design and Layout
- D9 Accessibility
- D10 Advertisements

Historic Environment

- HE3 Development affecting Listed Buildings or their Setting
- HE5 Alteration or Extension of Listed or Locally Listed Buildings
- HE8 Conservation Areas

Shopping

- S7 Shopfronts

Town Centres

- TC9 Town Centre Enhancement

Appendix 2: Useful contacts

For general planning enquiries:

Planning Services
Waverley Borough Council, The Burys,
Godalming, GU7 1HR
Tel: 01483 523583
Email: planningenquiries@waverley.gov.uk

For Listed Building and conservation enquiries:

Planning Projects
Waverley Borough Council, The Burys,
Godalming, GU7 1HR
Tel: 01483 523583
Email: conservation@waverley.gov.uk

For building control enquiries:

Building Control
Waverley Borough Council, The Burys,
Godalming, GU7 1HR
Tel: 01483 523323
Email: buildingcontrol@waverley.gov.uk

For highways licences:

Surrey County Council Highways
Room 296-298, County Hall, Penrhyn
Road, Kingston-upon-Thames, KT1
2DN
Tel: 0300 200 1003
Email: contact.centre@surreycc.gov.uk

Appendix 3: Further reading and useful links

- Waverley Borough Council Local Plan 2002: http://www.waverley.gov.uk/info/1004/planning_policy
- Waverley Borough Council Local Validation List: http://www.waverley.gov.uk/info/485/planning_applications/559/planning_forms
- Waverley Planning maps: http://www.waverley.gov.uk/info/200164/waverley_planning_maps/1365/waverley_planning_maps
- National Planning Policy Framework (NPPF): <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Planning (Listed Buildings and Conservation Areas) Act 1990: <http://www.legislation.gov.uk/ukpga/1990/9/contents>
- DCLG guidance: Outdoor advertisements and signs: a guide for advertisers: <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers>
- Historic England: The National Heritage List: <http://www.historicengland.org.uk/listing/the-list>
- SCC clearance heights guidance: <http://new.surreycc.gov.uk/roads-and-transport/road-maintenance-and-cleaning/trees-grass-and-vegetation/trees-and-shrubs-near-roads/owners-responsibilities-for-trees-on-their-property>
- SCC Advertising on the highway guidance: http://new.surreycc.gov.uk/_data/assets/pdf_file/0014/30803/Advertising-on-the-highway-guidance-Nov12.pdf

Appendix 4: Permissions and Consents

Planning Permission

Planning permission is required if you are constructing, altering or replacing a shopfront. For further information regarding what documents/ plans will be required to be submitted for a planning application, please see the Local Validation List on Waverley Borough Council's website.

Advertisement Consent

Advertisement Consent is required for the majority of illuminated and non-illuminated signs, with the exception of some smaller advertisements which are within set limits.

If the shopfront or proposed advertisement is within a conservation area, Area of Outstanding Natural Beauty or Area of Special Control of Advertisements, then advertisement consent will be required for all illuminated signs and there are stricter controls on all advertisements.

For further information regarding when consent is required, please see the DCLG guidance (see Appendix 3). For further information regarding what documents/ plans will be required for an Advertisement Consent application, please see the Local Validation List on Waverley Borough Council's website.

Conservation areas and Buildings of Local Merit

If the shop is in a conservation area or a Building of Local Merit you can also apply for alterations under the normal planning process. However, the Council will seek to ensure enhancements do not harm the character of the area, are sympathetic to the original building and are of a high standard of design. Proposals should preserve or enhance the character of the conservation area.

You can use the Waverley Planning maps (see Appendix 3) to determine whether your property is within a conservation area or is a Building of Local Merit. Alternatively, for advice on appropriate alterations you can contact the Planning Projects Team. A fee for pre-application advice may be chargeable.

Listed Building Consent

Alteration of a Listed Building must have regard to the requirement to preserve its fabric, character and any features of importance. Where alterations are proposed to a Listed Building (both internal and external), Listed Building Consent will be required. It is a criminal offence to carry out works to a Listed Building without Listed Building Consent having been granted.

Listed Building applications will be required to demonstrate how the proposed alterations are in keeping with the existing fabric and special architectural interest of the building, and if necessary proposed materials will need to be provided.

For further information regarding what documents will be required for a Listed Building Consent application, please see the Local Validation List on Waverley Borough Council's website. Alternatively, you can contact the Planning Projects Team to obtain advice on appropriate alterations (Appendix 2). A fee for pre-application advice may be chargeable.

Building Regulations

The Building Regulations aim to ensure that your shop satisfies its functional requirements and the building provides reasonable health and safety for shoppers and staff. This is different to Planning Permission but the application process is similar.

Not all works will require Building Control approval. However, they will apply if:

- The changes are structural (for example where a structural support such as a lintel is required).
- The changes involve moving the entrance or altering its width.

For further information regarding the Building Regulations process and application forms, you can contact the Council's Building Control team (Appendix 2).

Enforcement

It is important that you apply for any necessary permission, as you may leave yourself at risk of enforcement action being taken against you by the Council.

Appendix 5: Glossary of Terms

Advertisement Consent.....	Consent required for the display of the majority of illuminated and non-illuminated signs.
Architrave.....	The lowest part of an entablature, the lower framing edge of a fascia.
Buildings of Local Merit.....	Locally designated heritage assets which make a positive contribution to the local character and sense of place and are offered some level of protection by the local planning authority.
Cill (also sill)	The lowest horizontal member of a window frame
Conservation Area.....	An area of special architectural and historical interest, the character or appearance of which it is desirable to preserve or enhance.
Console Bracket.....	Bracket supporting the upper members of a cornice
Corbel.....	A block of masonry or material such as brick or wood which projects from a wall and supports a beam or a feature. A corbel may be carved or moulded.
Cornice.....	The upper projecting portion of an entablature
Entablature.....	The upper part of a Classical architectural order, which rests upon the columns. Consists of an architrave, fascia and cornice.
Fanlight.....	Window above a door
Fascia.....	The flat surface above a shop window, on which the name of the shop or other sign may be displayed
Glazing bar.....	The metal or wooden members in a window which form the framework dividing individual panes of glass
Listed Buildings.....	A building, and all pre-1948 buildings within its curtilage (curtilage-listed), which are considered to be of national special architectural or historic interest. There are three Grades of listed building: Grade I - of exceptional interest Grade II* - particularly important buildings of more than special interest Grade II - of special interest
Listed Building Consent.....	Consent required for all applications which may affect the character or special architectural or historic interest of a listed building or curtilage-listed building.
Manifestation.....	Markings indicating the presence of large uninterrupted areas of transparent glazing where a person might reasonably assume direct access between locations which are separated by glazing. This can take the form of broken or solid lines or patterns at appropriate heights and intervals .
Mullion.....	A vertical member or rail dividing a window. A mullion should line up above and below the transom and should seek to reflect the vertical alignment of windows on the upper floors.
Pedestal	The projecting base to any structure, pilaster or column.
Pilaster.....	A rectangular column, projecting only slightly from a wall, usually forming a division between bays of a building or a stop to a shopfront or bay.
Shopfront.....	A street-level frontage with a display window, usually serving a retail outlet but also restaurants, banks, building societies and other businesses in a shopping area.
Stall riser.....	The area beneath the cill on a shopfront, providing protection to the structure as well as decoration. Clad in stone, tiles, panelled timber or other finish.
Supplementary Planning Document.....	Documents developed to further define and implement the policies and strategies contained within the Local Plan.
Transom.....	A main horizontal member dividing a window opening, or the upper part of a shop window. The transom should divide the window at the same level as the top of the door.

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

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

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE STANDARDS PANEL - 13 JUNE 2016

SUBMITTED TO THE COUNCIL MEETING – 19 JULY 2016

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

Present

CLlr Michael Goodridge (Chairman)
CLlr Mike Band
CLlr Carole Cockburn
CLlr Stephen Hill

CLlr Sam Pritchard
CLlr Jeanette Stennett
CLlr John Williamson

Town and Parish Representatives

Councillors Joan Holroyd and Richard Jameson

Apologies

CLlr Kevin Deanus and CLlr David Else

1. APPOINTMENT OF CHAIRMAN (Agenda item 1.)

Councillor Michael Goodridge was confirmed as Chairman of the Standards Panel for the Council Year 2016/17.

2. APOLOGIES FOR ABSENCE (Agenda item 2.)

There were apologies received from Councillors Kevin Deanus and David Else.

3. DISCLOSURE OF INTERESTS (Agenda item 3.)

There were no disclosures of interest.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

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

4. REVIEW OF COMPLAINTS TO THE MONITORING OFFICER (Agenda item 6.)

The Panel received an update on complaints received by the Monitoring Officer since it had last met in January 2015. The report also asked the Panel to consider whether to recommend to the Council that the Code should be reviewed since it was last updated in July 2013.

The Panel was advised that since it had last met, the Monitoring Officer had dealt with two complaints about Parish Councillors and in five further cases involving Parish Councillors a more detailed initial investigation had been carried out. The Councillors who were the subject of the complaint were interviewed and the views of the Independent Persons sought on the action proposed in accordance with the Council's processes.

The Panel was advised that a further two cases received since it had last met had involved both Parish/Town Councillors and Waverley Councillors and had related to planning matters. Two further cases had involved a planning matter. In these four cases the advice of one of the Council's Independent Persons had been sought. In two cases the Monitoring Officer had spoken to the Councillors involved. Both related to a potential conflict of interest with the Councillors business activities. In one case the Monitoring Officer had advised the Member to amplify their Register of Interests and in another administrative arrangements had been implemented to overcome any suggestion of a conflict of interest. In one case the Independent Person had agreed that the Code did not cover the subject of the complaint. One other case raised by two complainants related to a number of Councillors and one of the Independent Persons was currently considering this.

The Monitoring Officer advised that there was a common pattern to the complaints, with main themes being interests, respect for others, predetermination or the process, and this was particularly relevant for planning. Members needed to ensure that their interests were complete and open and this would be reiterated at refresher training.

The Panel noted that the Members' Code of Conduct was last reviewed in July 2013 and it was suggested that it was appropriate to review again in light of examples that had come forward and advice that had been given. Members agreed that they should recommend to Council that a review of the Code should be undertaken to also include the planning code of good practice and the investigation arrangements.

The Panel agreed that the review of the Code should also consider a provision to define those interests which were not disclosable pecuniary interests or non-pecuniary interests, but which required Members to declare and possibly exclude themselves from a matter where the public perception could consider that the interest was so significant that a member could be prejudiced because this was becoming a common matter for councillors to consider.

It was suggested that the Independent Persons should also be involved in this process and to offer their views on any changes, and also invited to attend the meeting of the Panel that would be considering the review.

The Panel noted that Robin Pellow, current Monitoring Officer, was due to retire on 30 June 2016 and the role would be taken on by Robin Taylor, Head of Policy and Governance, from 1 July 2016. Robin Taylor agreed to send a letter to all Town and Parish Council Clerks to introduce himself and offer them the option of training at their individual Councils. The Panel wished Robin Pellow well for a long and healthy retirement, and thanked him for his help and advice over his years at Waverley.

The Standards Committee RESOLVED that refresher training sessions be arranged for Borough Councillors for which Town and Parish Councillors would be invited. And,

RECOMMENDS that

- 1. A review be carried out by the Committee of the Members Code of Conduct, Planning Code of Good Practice and arrangements for investigations.**

PART II - MATTERS OF REPORT

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

5. TO INTRODUCE THE NEW TOWN AND PARISH REPRESENTATIVES TO THE STANDARDS PANEL (Agenda item 5.)

The two new Town and Parish representatives were introduced to the Panel; Councillors Joan Holroyd from Elstead Parish Council and Richard Jameson from Bramley Parish Council.

The meeting commenced at 5.00 pm and concluded at 5.57 pm

Chairman

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE AUDIT COMMITTEE - 21 JUNE 2016

SUBMITTED TO THE COUNCIL MEETING – 19 JULY 2016

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

Present

Cllr John Gray (Chairman)

Cllr Richard Seaborne (Vice Chairman)

Cllr Christiaan Hesse

Cllr Nicholas Holder

Cllr Wyatt Ramsdale

Cllr David Round

Apologies

Cllr Mike Band

Also Present

Julian Gillett from Grant Thornton

1. APPOINTMENT OF CHAIRMAN (Agenda item 1.)

The Committee confirmed the appointment of Cllr John Gray as the Chairman of the Audit Committee for the council year 2016/17.

2. APPOINTMENT OF VICE-CHAIRMAN (Agenda item 2.)

The Committee confirmed the appointment of Cllr Richard Seaborne as the Vice-Chairman of the Audit Committee for the council year 2016/17.

3. MINUTES (Agenda item 3.)

The Minutes of the last meeting of the Audit Committee held on 15 March 2016 were agreed and confirmed as a correct record.

4. APOLOGIES FOR ABSENCE (Agenda item 4.)

Apologies for absence were received from Cllr Mike Band.

5. DISCLOSURE OF INTERESTS (Agenda item 5.)

There were no disclosures of interest received from Members.

PART I - RECOMMENDATIONS TO THE COUNCIL

Background Papers

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

6. AUDIT COMMITTEE TERMS OF REFERENCE FOR 2016/17 (Agenda item 8.)

The Committee was invited to agree the proposed changes to the Terms of Reference for the Audit Committee for 2016/17, as well as to make any further amendments. Officers explained that the proposed changes were minor and had been requested in order that the Terms of Reference more accurately reflected the role of the Committee, current organisational wording and policies.

Members agreed the changes requested but asked for clarification that the use of the word `approve` in relation to item 1.6 and item 3.3 was appropriate. Officers responded that this was the correct term to use. The Audit Committee had a number of powers delegated to it by the Council regarding governance and this included the approval of the Council's Annual Governance Statement and the Internal Audit Service Plan. Once the Audit Committee had approved these documents, the decision could not be overruled by the Council.

The Terms of Reference, showing the proposed changes, are set out at Annexe 1. The Committee, having reviewed the document now

RECOMMENDS that

- 1. the proposed changes to the Terms of Reference, highlighted in red, be agreed and the revised Terms of Reference for the Audit Committee be adopted.**

PART II - MATTERS OF REPORT

The background papers relating to the following items are as set out in the reports included in the original agenda papers.

7. AUDIT COMMITTEE ANNUAL ACTIVITY REPORT 2015/16 (Agenda item 7.)

Robin Pellow, Monitoring Officer, introduced the Annual Activity Report and explained that its purpose was to provide a summary of the key work of the Audit Committee over the previous year.

Members found the report very useful and suggested that it should be circulated more widely than just the Audit Committee. It was agreed to attach the report as an Annexe to these minutes which would be submitted to the Council meeting.

With regard to the (Exempt) information contained within the report, Members asked whether all of the content needed to remain exempt or whether some items might be included in the open document. Officers responded that, following some discussion, it was likely that the content of paragraph 4.2 could now be made open since press releases had been published regarding the incidents covered. The contents of paragraphs 4.3 and 4.4 however described events that were still live and so they could not be made public.

Officers agreed to move the content of paragraph 4.2 into the open section of the Annual Activity Report, attached as Annexe 2.

RESOLVED that the work carried out by the Audit Committee in 2015/16 be noted.

8. PROGRESS ON THE INTERNAL AUDIT PLANS FOR 2015/16 AND 2016/17
(Agenda item 9.)

The Internal Audit Client Manager, Gail Beaton, tabled updated Annexes to the report that provided details on the current position of the Internal Audit reviews for 2015/16 and 2016/17 as at 21 June 2016.

The Committee asked for more details about the deferral of the review of the Councils 'Sharepoint' I.T. system from the 2015/16 to the 2016/17 review. Officers responded that the system allowed documents to be amended across the organisation from one central point. The delay in conducting the review had been caused by contractor staffing issues within their I.T. services and a lack of technical knowledge of Sharepoint. Having now obtained alternative resources from Spelthorne Borough Council, the review had commenced and would be completed in Q1 2016/17.

Members also remarked on the format of the information presented in the annexes and made several suggestions as to how it could be improved. Officers responded that they were open to feedback and eager to ensure that presentation of information met the needs of the Committee. Members were invited to forward their ideas to Officers with a view to revising the format for the next Audit Committee meeting in September.

RESOLVED that the progress of the Internal Audit Plan for 2015/16 and 2016/17 be noted.

9. PROGRESS ON THE IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS (Agenda item 10.)

Gail Beaton, Internal Audit Client Manager, presented an updated report and annexes on the progress on the implementation of Internal Audit recommendations to the Committee.

Members asked for clarification about the request to revise the implementation date of IA16/14.001 (Contract Procedure Rules) and the situation regarding the value of contracts that were required to be included on the Contract Register. Officers responded that the action recommended by the Internal Audit Service was to align the Contract Procedure Rules (that required contracts greater than £25k be included on the Contract Register) with the Transparency Code (that required contracts greater than £5k be included). It was remarked that the recommendation was a paper exercise because contracts of £5k and over were already being included on the Contract Register as the Council had implemented the full requirements of the Transparency Code when it had passed into law. As a result, the proposed delay would have had no material effect.

The Committee also raised the issue of IA16/05.001 (Deed of Variation). This item had been completed at the time of the meeting and so had not been included on the updated annexe provided by the Internal Audit Client Manager at the meeting. Members were pleased that this had been completed but expressed concern at the length of time it had taken and that the Contract Procedure Rules currently in place

could allow such a delay. Officers responded that they shared those concerns and would work with those involved to ensure lessons were learnt.

Members requested that information included in the `all notes` section in Annexe 1 to the report should be more explanatory. Officers agreed to keep this in mind when producing future reports.

RESOLVED that, having considered the information contained in Annexe 1 and identified the action to be taken, the implementation date for recommendations listed in Annexe 2 be agreed.

10. INTERNAL AUDIT CHARTER 2016-17 (Agenda item 11.)

The Internal Audit Charter was presented to the Committee. Officers explained that the Council was required to have an Internal Audit Charter that formally defined the purpose, authority and responsibility of the internal audit activity and that clearly laid out the roles and duties of those involved.

Officers were asked about how often the Charter would be reviewed and it was agreed that it would be reviewed by the Internal Audit Client Manager annually. If changes were required it would be brought to the Audit Committee for approval. However, if no changes were required, then the Internal Audit Charter would be presented every 2 years for approval.

Members requested some format changes to include dates being published on each version of the document agreed by Officers.

RESOLVED that the Internal Audit Charter be approved.

11. EXTERNAL AUDIT UPDATE REPORT (Agenda item 12.)

Julian Gillett from Grant Thornton, the Council's external auditor, introduced the Committee to its progress and update report on the position of the external audit work completed.

Good progress had been made and the Audit was on track against the plan with the Fee Letter, Accounts Audit Plan and Interim Accounts audit all having been completed earlier in the year.

It was expected that the opinion of the external auditor and its value for money conclusion would be given before the 30 September 2016 deadline. Three risks had been identified in relation to the VFM conclusion including the Council's financial position, the progress of the new Local Plan, and the Brightwells development in Farnham. Work proposed to deal with these risks included a review of the Council's financial strategy, consideration of the current progress and impact of the new Local Plan, and monitoring performance and governance of the Brightwells development.

RESOLVED that the External Audit Update Report be noted.

12. INTERNAL AUDIT ANNUAL REPORT 2015/16 ACTIVITY (Agenda item 13.)

The Internal Audit Client Manager, Gail Beaton, presented the Internal Audit Activity Report for 2015/16. The report was a summary of the work carried out by Internal Audit during the year and also provided an assurance opinion to support the Council's Annual Governance Statement on the organisation's control environment.

The Committee was informed that the report, produced by RSM, had concluded that Waverley had an adequate and effective framework for risk management, governance and internal control. It had though identified further enhancements to the framework of risk management, governance and internal controls to ensure that it remained adequate and effective.

A total of 23 assignments had been completed in 2015/16. 7 were amber green, 10 were green, 5 were amber red, 0 red and 1 assurance review classified as reasonable assurance. In terms of the level of assurance that could be taken, 5 had been classified as partial, 7 as reasonable and 10 as substantial.

The Committee expressed concern at the RSM report and were frustrated with the lack of explanatory information and detail provided. Comments were also made about the document being hard to understand.

Officers responded that they would take the comments on board and engage in an exercise to revise the report and provide the further detail requested.

RESOLVED that the progress and activity completed by the Internal Audit Service for 2015-16 be noted and that officers provide the Committee with the additional explanatory detail requested at the next meeting.

13. DRAFT ANNUAL GOVERNANCE STATEMENT 2015/16 (Agenda item 14.)

Peter Vickers, Head of Finance, presented the draft Annual Governance Statement for 2015/16. He explained to the Committee that Waverley was responsible for ensuring that its business had been conducted in accordance with the law and proper standards, and that public monies were safeguarded and properly accounted for, and had been used economically, efficiently and effectively.

In discharging that overall responsibility, the Council was required to put into place proper arrangements for governing its affairs to help it exercise its functions, which included arrangements for managing risk. Waverley's Code of Corporate Good Governance accorded with the CIPFA/SOLACE Framework "Delivering Good Governance in Local Government". The draft Annual Governance Statement had been prepared in accordance with the proper practices as defined in the Code.

The purpose of the draft Annual Governance Statement was to explain how Waverley had complied with the principles of the Code.

The Committee expressed concern that the headings used in the document were too general and that the content should better reflect the good work being done to ensure proper governance arrangements were in place. Officers were asked to take the comments of Members on board and present an updated version to the next meeting.

RESOLVED that the draft Annual Governance Statement be deferred until the next meeting in order to allow officers time to make the requested changes.

14. COUNTER FRAUD REPORT (Agenda item 15.)

The Committee was presented with the Counter Fraud Report that provided an update on the progress made by Waverley on the work completed as part of the Surrey Fraud Partnership. The work had been supported with funding from the Department for Communities & Local Government to assist with combating fraud.

Officers explained that £1,073,710 of savings had been achieved based on Audit Commission notional figures. However, those notional figures did not include the real value to Waverley as it cost on average £200,000 to build a new house. When tenancies were relinquished, they were allocated to those on the housing waiting list. Seven tenancies had been recovered equating to £1.4million not being required to replace those properties.

The Committee was pleased with the savings being achieved and welcomed the Report as good news for the Council and its residents. Members did also ask about those investigations that had not lead to a positive outcome and remarked that it would be helpful to know the reasons why. It was suggested that Officers carry out a simple analysis of those cases that had not resulted in a successful outcome to see if there were opportunities for refining the counter fraud process.

RESOLVED that this investigation activity should continue to be supported and the successes being achieved in safeguarding Waverley's assets and ensuring that only those that are legitimately eligible receive housing services be recognised.

The meeting commenced at 7.00 pm and concluded at 9.19 pm

Chairman

AUDIT COMMITTEE TERMS OF REFERENCE FOR 2016/17

Terms of Reference

The Terms of Reference are as follows:

1. Corporate Governance

- 1.1 To consider the Council's arrangements for corporate governance and recommend necessary actions to ensure compliance with best practice as set out in the current CIPFA/SOLACE Framework "Delivering Good Governance in Local Government" and any revision thereof.
- 1.2 To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- 1.3 To consider the Council's compliance with its own and other published regulations, standards and controls, covering both financial and general issues
- 1.4 To monitor Council policies in "~~Raising Concerns at Work~~" "**Whistleblowing**" and the anti-fraud and anti-corruption strategy **and the Council's complaints handling process.**
- 1.5 To monitor the effective development and operation of internal control in the Council with particular reference to all aspects of risk management.
- 1.6 To ~~consider~~ **approve** the Council's Annual Governance Statement ~~and, if thought fit, recommend its adoption by the Council.~~
- 1.7 To consider any reports published by bodies, other than the external auditor, charged with inspecting the Council's performance or arrangements for corporate governance.
- 1.8 To review any issue referred to it by the Head of Paid Service or a director or any Council body.
- 1.9 To request a report from any Head of Service relating to an outstanding internal audit recommendation issue.

2. External scrutiny

- 2.1 To consider whether appropriate accounting policies have been followed in the preparation of the annual statement of accounts.
- 2.2 To consider all communications from the external auditor to the Audit Committee, including:
 - 2.2.1 the audit letter;
 - 2.2.2 the report on issues arising from the audit of the accounts; and
 - 2.2.3 any other reports requested by the Audit Committee from the external auditor.
- 2.3 To consider whether there are concerns that need to be brought to the attention of the Council that arise from:
 - 2.3.1 the audit; or
 - 2.3.2 the accounts.

- 2.4 To consider and, if thought fit, approve the annual statement of accounts.
- 2.5 To comment on the scope and depth of external audit work and to ensure that it gives value for money, especially with regard to reports dealing with risk management and performance matters.
- 2.6 To oversee all aspects of risk management, including Waverley's Corporate Risk Registers.

3. Internal audit

- 3.1 To consider the Annual Review of the system of Internal Audit.
- 3.2 To consider the Internal Audit Client Manager's Annual Report.
- 3.3 To ~~consider~~ **approve** the annual Internal Audit Service Plan.
- 3.4 To consider the current Internal Audit Plan and summaries of internal audit activity by department and consider the level of assurance this can give concerning the effectiveness of the Council's corporate governance arrangements.
- 3.5 To consider internal audit reports detailing recommendations not implemented within the specified timescale.
- 3.6 To consider proposed internal audit activity and the range of ~~departments~~ **service areas** to be covered and the level of assurance this can give concerning the effectiveness of the Council's corporate governance arrangements.
- 3.7 To commission work or reports from the Internal Audit Service.
- 3.8 To consider any specific internal audit reports requested by the Audit Committee.
- 3.9 To monitor the progress of any specific internal audit projects.
- 3.10 To consider reports dealing with the management and performance of the providers of internal audit services.
- 3.11 To comment on the scope and depth of internal audit work and to ensure that it gives value for money, especially with regard to reports dealing with risk management and performance matters.

Composition of Audit Committee

(a) Membership and Meetings

The Audit Committee will

- be composed of seven councillors, with no members from the Executive;
- meet four times per year, as set out in the Calendar of Meetings, and on an ad hoc basis when necessary.

(b) Quorum

The quorum for meetings will be three Councillors.

WAVERLEY BOROUGH COUNCIL

AUDIT COMMITTEE – 21 JUNE 2016

REPORT TO THE COUNCIL MEETING – 19 JULY 2016

Title:

AUDIT COMMITTEE ANNUAL ACTIVITY REPORT 2015/16

Purpose:

This report details the work undertaken by the Audit Committee over the municipal year 2015/16. An audit of the Audit Committee suggested that an annual appraisal of the work of the Committee would be beneficial. It would help Members review the previous year's work and plan for the coming year.

The Committee met four times in June, September and November 2015 and March 2016. The membership was as follows:-

Cllr Jim Edwards (Chairman)	Cllr Ged Hall
Cllr John Gray (Vice-Chairman)	Cllr Stephen Hill
Cllr Andrew Bolton	Cllr Richard Seaborne
Cllr Jenny Else	

Please find a summary of the key work of the Committee during 2015/16 below:

Summary:

Meeting 1 – 23 June 2016

- Reviewed its Terms of Reference for 2016/17 and requested amendments be made to reflect the risk management aspects of the Committees role.
- Noted the progress and activity completed by the Internal Audit Service for 2014/15, and the outcomes being achieved by investigating housing issues and working collaboratively between services and other organisations.
- Received the Annual Governance Statement for 2014/15 and requested amendments be made.

Meeting 2 – 15 September 2016

- Agreed the changes to its Terms of Reference for 2016/17 which were later adopted by the full Council on 20 October 2015.
- Received the Annual External Audit Findings Report from Grant Thornton for the year ended 31 March 2015.
- Received and approved the Statement of Accounts for the year ended 31 March 2015 confirming that the accounts had been prepared on a going concern basis.

- Received and approved the Letter of Representation for 2014/15.
- Approved the Annual Governance Statement for 2014/15.
- Received the updated Risk Management Framework

Meeting 3 – 17 November 2016

- Received and approved the annual Audit Letter from Grant Thornton.
- Received a presentation from the Surrey County Council Pension Fund.
- Received a verbal update from the Head of Finance & Resources on an internal audit investigation.
- The Committee agreed to make a request to full Council that the Audit Committee be given a role in the pre-scrutiny of the Trust accounts and this was adopted on 15 December 2015.

Meeting 4 – 15 March 2016

- Received the findings of the Grant Thornton Audit of Waverley's Housing Benefit Subsidy Return.
- Noted the External Audit Plan for 2015/16 from Grant Thornton.
- Adopted the Internal Audit Plan for 2015/16 subject to amendments requested by Members during the meeting.
- Received an update on the Counter Fraud Investigation that had recovered £543,310 based on notional Audit Commission figures.
- Received a verbal update from the Head of Finance & Resources on an internal audit investigation.
- Received a verbal update from the Head of Finance & Resources on the pay by phone contract.

Standing items on the agendas of all meetings included:

- Updates from Grant Thornton on the progress being made with the External Audit
- Updates on the progress in the implementation of Internal Audit Recommendations
- Updates on the progress in achieving the Internal Audit Plan.

Please find a detailed breakdown of items considered at each meeting and its corresponding minute overleaf.

The Audit Committee Chairman Role Description is given at Annexe 2 and the Audit Committee Member Role Description is given at Annexe 3.

Details of Members' attendance at Audit Committee meetings during 2015/16 are given at Annexe 4.

Detail:

1. INTRODUCTION

1.1 At its first meeting on 23 June 2015, the Committee reviewed its terms of reference and asked for them to be amended to clearly reflect that the scope of the Committee was not just financially orientated but also included risk management.

1.2 Amended terms of reference were presented and agreed by the Committee at the second meeting on 15 September 2015 and then adopted by full Council on 20 October 2015. The Audit Committee's Terms of Reference are set out below:

Audit Committee

The Audit Committee is the means of bringing independent, effective assurance into the Council's corporate governance arrangements. This covers:-

- Risk management framework
- Control environment and arrangements
- Financial performance
- Non-financial performance (processes and controls)
- Financial reporting.

8.03 Terms of Reference

The Terms of Reference are as follows:

1. Corporate Governance

1.1 To consider the Council's arrangements for corporate governance and recommend necessary actions to ensure compliance with best practice as set out in the current CIPFA/SOLACE Framework "Delivering Good Governance in Local Government" and any revision thereof.

1.2 To maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.

1.3 To consider the Council's compliance with its own and other published regulations, standards and controls, covering both financial and general issues.

1.4 To monitor Council policies in "Raising Concerns at Work" and the anti-fraud and anti-corruption strategy.

1.5 To monitor the effective development and operation of internal control in the Council with particular reference to all aspects of risk management.

1.6 To consider the Council's Annual Governance Statement and, if thought fit, recommend its adoption by the Council.

1.7 To consider any reports published by bodies, other than the external auditor, charged with inspecting the Council's performance or arrangements for corporate governance.

1.8 To review any issue referred to it by the Head of Paid Service or a director or any Council body.

1.9 To request a report from any Head of Service relating to an outstanding internal audit recommendation issue.

2. External scrutiny

2.1 To consider whether appropriate accounting policies have been followed in the preparation of the annual statement of accounts.

2.2 To consider all communications from the external auditor to the Audit Committee, including:

2.2.1 the audit letter;

2.2.2 the report on issues arising from the audit of the accounts; and

2.2.3 any other reports requested by the Audit Committee from the external auditor.

2.3 To consider whether there are concerns that need to be brought to the attention of the Council that arise from:

2.3.1 the audit; or

2.3.2 the accounts.

2.4 To consider and, if thought fit, approve the annual statement of accounts.

2.5 To comment on the scope and depth of external audit work and to ensure that it gives value for money, especially with regard to reports dealing with risk management and performance matters.

2.6 To oversee all aspects of risk management, including Waverley's Corporate Risk Registers

3. Internal audit

3.1 To consider the Annual Review of the system of Internal Audit.

3.2 To consider the Internal Audit Client Manager's Annual Report.

3.3 To consider the annual Internal Audit Service Plan.

3.4 To consider the current Internal Audit Plan and summaries of internal audit activity by department and consider the level of assurance this can give concerning the effectiveness of the Council's corporate governance arrangements.

3.5 To consider internal audit reports detailing recommendations not implemented within the specified timescale.

3.6 To consider proposed internal audit activity and the range of departments to be covered and the level of assurance this can give concerning the effectiveness of the Council's corporate governance arrangements.

3.7 To commission work or reports from the Internal Audit Service.

3.8 To consider any specific internal audit reports requested by the Audit Committee.

3.9 To monitor the progress of any specific internal audit projects.

3.10 To consider reports dealing with the management and performance of the providers of internal audit services.

3.11 To comment on the scope and depth of internal audit work and to ensure that it gives value for money, especially with regard to reports dealing with risk management and performance matters.

8.04 Composition of Audit Committee

(a) Membership and Meetings

The Audit Committee will

be composed of seven councillors, with no members from the Executive;

meet four times per year, as set out in the Calendar of Meetings, and on an ad hoc basis when necessary.

(b) Quorum

The quorum for meetings will be three Councillors.

2. REVIEW OF PROGRESS IN IMPLEMENTATION OF INTERNAL AUDIT RECOMMENDATIONS

2.1 At each meeting the Audit Committee is provided with an update on Senior Management's progress in implementing the recommendations raised by Internal Audit following a review in their services areas. The Committee considers what action is required in respect of those recommendations that are overdue or appear likely to be implemented later than the target date.

2.2 23 June 2015

2.2.1 The Committee received a report outlining internal audit recommendations overdue or due within the next month. The Internal Audit Client Manager tabled an updated Annexe 1 which provided the current position on recommendations due for completion by 31 July 2015 and was updated by Heads of Service as actions were completed.

2.2.2 The Committee asked questions on those actions that were overdue including an extension request for the Safeguarding Children and Safeguarding Adults Policies. This had been due to the internal staff appraisals process occurring at the same time which had resulted in a delay in completion.

2.2.3 Some questions were asked as to why it would appear that Housing actions regularly dropped behind schedule and whether this might be due to a lack of staff resources. The Internal Audit Client Manager explained that although she could not comment on staffing issues, the Housing Service had recently been restructured and there were many different areas of work being undertaken to improve its processes. The recommendation in the report target date had been delayed due to IT resource availability on the proposed integration of the Asset Management Database.

2.2.4 Members were advised that it was hoped that savings would be made available as a result of work undertaken as part of the Surrey Counter Fraud Partnership, a joint arrangement of seven Surrey Boroughs and Districts and Surrey County Council which received funding from the Department for Communities and Local Government. The largest monetary area for fraud was deemed to be tenancy fraud, particularly Right to Buy.

2.2.5 The Committee noted the progress on the implementation of internal audit recommendations and agreed to extend the implementation dates as requested in Annexe 2.

2.2.6 The Committee considered it would be helpful to identify within the Progress of Implementation of Internal Audit Recommendations report whether the impact of delayed actions on recommendations would be low, medium or high.

2.3 15 September 2015

2.3.1 The Committee noted that in respect of IA15/14 (request to revise due date of the approval of purchases by the vacant Financial Services Manager) an internal candidate had been appointed to the post of Financial Services Manager so that the stated due date could be bought forward. Regarding IA15/03.001 (interface between the Orchard and Keystone I.T. systemes), Members were advised that an interface was in place and that the target had been achieved.

2.3.2 The Committee noted the progress on the implementation of internal audit recommendations and agreed to extend the implementation dates as requested in Annexe 2.

2.4 17 November 2015

2.4.1 Members requested that officers reviewed the presentation format of the information and suggested use of colours/coding to ensure that members can see the current status of actions at a glance. An idea to use a black coloured spot to identify overdue items might be useful.

2.4.2 Members also asked that the cause of an issue be included on the report in the form of a couple of words such as `staffing` or `legal delays` for example. It was felt that the current format presented effects but not causes and that it was important to understand the cause before agreeing to requests to change implementation dates.

2.4.3 Officers responded that they were happy to make any presentational changes requested to help Members with their work and would look at adding causes to the reports where changes in implementation dates was being requested.

2.4.5 Members requested that further information regarding recommendation ref. IA16/05/001 (request for extension for the issue of a Deed of Variation in relation to kitchen and bathroom basket rates) be provided to the Committee from the Head of Housing and Borough Solicitor.

2.4.6 With regard to IA15/28/001 (Legionella, Electrical and Fire Checks) it was agreed that the Chairman of the Committee be advised when the action had been completed given the need to move from 16% to 100% by 30 November 2015.

2.4.7 The Committee noted the progress on the implementation of internal audit recommendations and agreed to extend the implementation dates as requested in Annexe 2.

2.5 15 March 2016

2.5.1 In relation item IA15/28.002 (Legionella, Electrical and Fire Checks) Members asked about the reason why the due date for the recommendation had been changed. Officers responded that contracts for electrical and fire checks were already in place but that the contract for Legionella checks had not yet been procured. Members were reassured that Legionella checks were continuing to be carried out under the existing contract and that the delay requested was for the procurement of the contract and not the actual checks themselves. The Committee agreed that the Head of Housing, Hugh Wagstaff, provide the Committee with details on the specific reasons for the delay in procuring the Legionella checks.

2.5.2 The Committee were concerned by the amount of time it had taken for the Legal Service to issue the Deed of Variation in regards to item IA16/05.001 (kitchen and bathroom basket rates). The Borough Solicitor, Dan Bainbridge, explained that staffing issues had been the reason for the delay. The Committee agreed that the Head of Housing, Hugh Wagstaff, should attend the next meeting to allow Members to discuss any general concerns that they may have.

2.5.3 The Committee noted the progress on the implementation of internal audit recommendations and agreed to extend the implementation dates as requested in Annexe 2.

3. INTERNAL AUDIT PLAN

3.1 The Audit Committee's terms of reference include provision for the Committee to comment on the progress made in the Audit Plan. At each meeting the Committee receives an update on the current position of the review.

3.2 23 June 2015

3.2.1 The Committee was pleased to note that the work that had been agreed the previous year had predominately been completed.

3.2.2 The Internal Audit Client Manager explained that the request to defer work on Asbestos in Waverley Properties had been proposed by the Head of Service to enable the conclusion of work carried out by external consultants, as previously agreed at the March 2015 meeting. The deferral was of low impact but the issue itself was of-course highly important.

3.2.3 The Committee noted the progress for the Internal Audit Plans for 2014/15 and 2015/16.

3.3 15 September 2015

3.3.1 The Internal Audit Client Manager circulated an updated version of Annexe 1 to the report, which showed that several reviews from the 2015/16 Audit Plan had now been completed or were in progress.

3.3.2 The Committee noted that most Quarter 1 and Quarter 2 reviews had been achieved on target and that it was anticipated that those outstanding in Quarter 3 and Quarter 4 would be completed by the end of the financial year. If any were still outstanding at that time they would be bought back to the Committee for agreement to carry over.

3.3.3 The Committee noted the progress for the Internal Audit Plans for 2015/16.

3.4 17 November 2015

3.4.1 Officers summarised the progress on the Internal Audit Plan for 2015/16 which included the use of contingency for three new reviews on Section 106 agreements, payroll & return to work policies, and revenue premises visits which would be added to the Audit Plan.

3.4.2 Following the verbal summary, Members commented that the format of the Plan would benefit from having information presented in groups relating to specific Heads of Service and Executive portfolio holders to help Members better analyse the data and develop constructive responses.

3.4.3 Officers explained that some issues fell into the remit of more than one Head of Service/Executive portfolio holder. However, these could be placed at the bottom of the Plan with grouped items above and that this format could be introduced for the next meeting.

3.4.4 The Committee noted the progress for the Internal Audit Plan 2015/16 and endorsed the inclusion of the new reviews.

3.5 15 March 2016

3.5.1 The Internal Audit Client Manager presented an update on the current position of the reviews for 2015/16.

3.5.2 Councillor John Williamson (in attendance as a non-committee member using his constitutional right to attend as a fellow councillor) asked about the proposal to defer the review of the Councils internal I.T. system, `Sharepoint`, to 2016/17 and Members also expressed similar concerns. Officers explained that this had been requested due to contractor staffing issues within I.T. services and a lack of technical knowledge of `Sharepoint`. Members were reassured that the aim was to complete the review in Q1 of 2016/17 by obtaining alternative resources.

3.5.3 The Committee noted the progress for the Internal Audit Plan 2015/16 and approved the deferral of the `Sharepoint` review to be completed in 2016/17 by another service provider with the necessary expertise.

4. REVIEW OF EXEMPT ITEMS CONSIDERED BY THE AUDIT COMMITTEE 2015/16

Please see Annexe 1 for a review of exempt items considered by the Audit Committee during 2015/16.

4.1 Risk Management

4.2 Update on Fraud Investigation

4.3 Update on Pay-By-Phone Contract

5. REVIEW OF OPEN ITEMS CONSIDERED BY THE AUDIT COMMITTEE 2015/16

5.0 Internal Audit Investigation

5.0.1 At its meeting on 17 November 2015, the Committee received a verbal update from the Director of Finance & Resources in relation to the Internal Audit Investigation. The key points were as follows:

- In April 2014 the Council was the victim of fraud by a fraudster posing as one of our suppliers.
- Two payments totalling £233,000 were paid into the fraudster's bank account.
- As soon as the Council became aware of the fraud, the Police, Bank and our external auditors, Grant Thornton, were informed.
- A majority of the funds has been recovered and officers are actively pursuing the balance of funds.
- The following Councillors were informed about the fraud and that included all members of the Executive and Audit Committee at the time:
 - Cllr. Brian Adams
 - Cllr. Carole King
 - Cllr. Robert Knowles (Leader of the Council)
 - Cllr. Tom Martin
 - Cllr. Donal O'Neill
 - Cllr. Julia Potts (Deputy Leader of the Council)
 - Cllr. Stefan Reynolds
 - Cllr. Adam Taylor-Smith
 - Cllr. Simon Thornton
 - Cllr. Keith Webster
 - Cllr. Richard Gates (Chairman of the Audit Committee at the time)
 - Cllr. Tony Gordon-Smith

- Cllr. Stephen Hill
- Cllr. Peter Isherwood
- Cllr. Jennifer O'Grady
- Cllr. Wyatt Ramsdale
- Cllr. Stewart Stennett
- Cllr. Jenny Else
- Cllr. Mike Band

5.0.2 The Audit Committee at the time were informed and updated at all 4 meetings in 2014/15 and the incident was noted in the Audit Findings of the External Audit Report by Grant Thornton.

5.0.3 Immediately after the incident, the Head of Finance and Internal Audit Client Manager reviewed and implemented strengthened procedures. These include regular on the spot and ad-hoc checks to monitor adherence.

5.0.4 Grant Thornton had been happy with the measures put in place by the Council to prevent similar occurrence's happening in the future.

5.0.5 Attending the meeting to speak on this item, Councillor John Fraser of the Farnham Residents group expressed dissatisfaction with how the fraud incident had been handled.

5.0.6 Waverley's Monitoring Officer informed the Committee that the priority when the fraud was discovered was to recover the money lost and to strengthen the Council's procedures. As the incident was at the time, and still is, subject to an active police investigation the chances of achieving a successful prosecution would have been greatly damaged by any public open discussion of it. Such disclosure would also have breached rules around exempt information prescribed by Schedule 12A of the Local Government Act 1973.

5.0.7 Cllr. Ramsdale, as a former member of the Audit Committee in 2014/15 emphasised the point that the Audit Committee had been kept constantly updated with investigation into the incident and was very happy with the extra layer of checks and controls regarding the changing of bank account details and payments.

5.0.8 Cllr Else, as a member of the Audit Committee at the time the fraud occurred confirmed that she was happy with the management of the process completed by officers.

5.0.9 On closing, the Chairman commented that the new members of the Committee should have been given a briefing on the matter following the elections in May 2015.

5.1 External Audit Plan 2015/16

5.1.1 Iain Murray, the Grant Thornton External Audit Engagement Lead was present at the meeting on 23 June 2015 and introduced the report on the External Audit Plan for 2015/16.

5.1.2 The Committee noted that work on planned dates for January and March 2015 had been completed on time and work on the 2014-15 final accounts audit planned for July 2015 was on track for the completion date. The Value for Money (VFM) conclusions were being finalised and would be presented to the September meeting. There were no key issues to bring to the Committee's attention at this stage.

5.1.3 The Committee's attention was drawn to the impact of welfare reform on local government and the Council should be made aware of the financial pressures this could bring to local authorities. The impact of the introduction of Universal Credits, a new benefit for people of working age, was at present a grey area and difficult to assess what the impact on the Council might be. The DWP was in discussion with local authorities to keep them updated with their policies.

5.1.4 Councils would need to look how to reduce costs, generate income and improve efficiency by introducing commercial structures and Grant Thornton drew attention to their report that looked at the use of alternative models to protect and develop services. The report focused on the setting up of Local Authority Trading Companies (LATC) for alternative service delivery.

5.2 External Audit Progress Report

5.2.1 At the meeting on 17 November 2015, Iain Murray of Grant Thornton provided the Committee with a verbal update on the progress of the External Audit Report.

5.2.2 Current work included the certifying of housing benefits claims and auditing the two charities of which the Council was a trustee. It was expected that the Report would be completed and that the Audit Plan would be brought to the next meeting of the Committee in March.

5.2.3 Members were also updated on the Local Audit & Accountability Act. This new legislation would require authorities to procure their own external auditor and had been due to take effect from 2017/18. A 1 year extension on current providers had subsequently been introduced meaning that Grant Thornton would remain as the Council's external auditor until 2018. A new procurement procedure would need to be arranged by the end of 2017 to ensure cover from the 2018/19 financial year.

5.2.4 After the update, Members expressed concern regarding Trust accounts. There was some confusion around whether the signing off of accounts by the Committee for 2014/15 at the last meeting had included the Trust accounts.

5.2.5 Officers explained that it was not within the terms of reference of the Audit Committee to provide an audit function on the Trust accounts. These were separate from the Waverley accounts and were considered by the full Council sitting as Trustees.

5.2.6 Members felt that there was a role for the Audit Committee in the pre-scrutiny of these accounts and officers advised that a request could be made to the Trusts to

ask this and it was agreed to do so at the next meeting of the full Council in December 2015.

5.3 External Audit Plan 2015/16

5.3.1 At the meeting on 15 March 2016, the Committee was presented with the latest draft version of the Grant Thornton External Audit Plan for the Council for 2015/16 which gave an overview of the planned scope and timing of the audit.

5.3.2 Iain Murray described the major challenges and opportunities facing the Council, namely:

- 24% reduction in central government funding to local government over 5 years as announced by the Chancellor in his Autumn Statement 2015.
- Requirement to identify an additional £800,000 savings for 2016/17 and further savings in 2017/18 and 2018/19.
- The Autumn Statement also included a 1% reduction in local authority housing rents and changes to Right-to-Buy that would have a significant impact on the Council's housing revenue account business plans.
- Major developments across the Borough including Brightwells and regeneration plans for Farnham together with the recently received significant planning application from Dunsfold Park.
- The Local Plan was last formally updated in 2001 and the Council has not yet been able to agree a new version with central government. It is critical that a new Local Plan is formulated and agreed as it will play a key part in decisions about how the Council develops the local area and its communities.

5.3.3 Key sector developments that will need to be considered were also identified and included:

- The adoption of a new fair accounting standard (IFRS 13) to apply from 2015/16. This will have a particular impact on the valuation of surplus assets within property, plant and equipment which were now required to be valued at 'fair value' rather than the previous 'use value' of the asset.
- The replacement of the 'Explanatory Forward' by the new 'Narrative Statement' as required by the Accounts and Audit Regulations 2015.
- Councils involved in pooled budgets and alternative delivery models are required to be accounted for in their financial statements. Waverley produces group accounts to include Shottermill Recreation Ground and Ewart Bequest.
- The Accounts and Audit Regulations 2015 require councils to bring forward the approval and audit of financial statements to 31 May and 31 July respectively by the 2017/18 financial year.

5.3.4 Iain Murray also summarised the significant potential risks identified in the Plan including:

- Presumed risk under ISA 240 that revenue may be misstated due to the improper recognition of revenue. This presumption can be rebutted if the

auditor concludes that there is no risk of material misstatement due to fraud related revenue recognition.

- Presumed risk under ISA 240 that management over-ride of controls is present in all entities.

5.3.5 Other potential risks identified included:

- Understatement of operating expenses.
- Understatement of employee remuneration.
- Valuation of property, plant and equipment.
- The Council's pension fund asset and liability as reflected in its balance sheet represent significant estimates in the financial statements.

5.3.6 In completing his summary of the Plan, Iain Murray explained that the Local Audit & Accountability Act 2014 and the National Audit Office Code of Audit Practice required them to consider whether the Council had put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This was known as the `Value for Money` conclusion.

5.3.7 The guidance identified that for local government bodies, auditors are required to give a conclusion on whether the proper arrangements have been put in place. The criteria used to evaluate this were listed on page 13 of the draft Plan.

5.3.8 Following the presentation, as part of the Council's Rules of Debate that allow any member of the Council to attend and speak at a committee for which they are not a member, provided they had made the request to speak by 12pm on the day of the meeting, Councillor John Williamson was given 4 minutes to remark on the draft Plan.

5.3.9 He argued that there were risks that had not been included that should be and that the aims of the new corporate plan were vague, subjective and a wish list. As a result, Councillor Williamson felt the stated aims of the draft Plan could not be achieved as there were no measurable targets.

5.3.10 During the discussion, the Committee requested an update on when they will be able to view the Shottermill Recreation Ground and Ewart Bequest Trust accounts.

5.3.11 Officers explained that it had not been within the terms of reference of the Audit Committee to provide an audit function on the Trust accounts. These were separate from the Waverley accounts and were considered by the full Council sitting as Trustees and formed part of the Group accounts.

5.3.12 Members felt that there was a role for the Audit Committee in the pre-scrutiny of these accounts as they did impact two lines on the Waverley accounts.

5.3.13 Due to scheduling differences between the Group and Waverley accounts, the timings of when the Committee would be able to scrutinise them was different.

5.3.14 It was agreed that Members would be provided with a schedule to enable them to plan forward to ensure that they meet agreed deadlines for approving accounts.

5.3.15 Members also asked about the concept of `materiality` as set out on page 7 of the draft Audit Plan. In performing their audit, Grant Thornton applied the concept following the requirements of the `International Standard on Auditing (UK & Ireland) (ISA) 320: Materiality in Planning and Performing an Audit`.

5.3.16 The standard states that `misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements`.

5.3.17 Grant Thornton had determined materiality for the statements as a whole proportion of Waverley's gross revenue expenditure. For the purposes of planning the audit, they had determined the Council's overall materiality to be £1,598k, equating to 2% of the prior year gross revenue expenditure.

5.3.18 Members were surprised at the high figure with Iain Murray responding that 2% was an industry wide standard and that only substantial errors were considered material. In the case of the Council, this meant that anything under £80k would not be considered material.

5.3.19 ISA 320 also required Grant Thornton to determine separate, lower, materiality levels where there were `particular classes of transactions, account balances or disclosures for which misstatements of lesser amounts than materiality for the financial statements as a whole could reasonably be expected to influence the economic decisions of users`.

5.3.20 Grant Thornton had not identified any items where separate materiality levels would have been appropriate.

5.4 Annual Governance Statement

5.4.1 At its meeting on 23 June 2015, The Head of Finance introduced the Annual Governance Statement to the Committee. He explained that the Annual Governance Statement (AGS) was part of the final accounts process and drawn up in accordance with the CIPFA/SOLACE framework. The AGS explained the processes and controls that comprised the Council's governance framework, as explained in Section 3. It also showed the corporate involvement by Waverley's Corporate Management Team, S151 Officer and Monitoring Officer, Heads of Service and the Audit Committee in drawing up the document. The AGS 2014/15 was complete and would be signed off by the Leader of the Council and the Executive Director in September.

5.4.2 The Head of Finance advised that no specific governance issues had been identified but officers continued to identify scope for further improvement in the future. The key areas under review were identified in Section 7.

5.4.3 Members asked whether the Council undertook anonymous third-party staff surveys as members considered this would give useful feedback on any issues that might be raised and could be addressed in the following year. Officers advised that staff surveys were undertaken and the Committee felt it would be helpful to include councillors in the survey.

5.4.4 The Head of Finance confirmed that the corporate plan was assessed by Audit and Star Chamber and the procurement comparison through Value for Money reviews built into the procurement process.

5.4.5 The Committee agreed that they would like to have further time to read the AGS and they would send any comments to the Head of Finance before finally approving the AGS at the September meeting of the Committee.

5.4.6 The Committee approved the Annual Governance Statement subject to comments received from Members and approval of the final Annual Governance Statement for 2014/15 was agreed at the meeting on 15 September 2015.

5.5 External Audit Findings Report 2014/15

5.5.1 At the meeting on 15 September 2015, Iain Murray and Matthew Dean from Grant Thornton presented their External Audit Findings Report for the year ending 31 March 2015 as set out on pages 11 to 42 of the Agenda.

Section 1: Executive Summary

It was affirmed that the draft Group and Council financial statements had been produced to a very high standard and that this had resulted in a minimal level of issues arising from Grant Thornton's work. These statements had been supported by an excellent set of working papers and the input of Members and Officers had been gratefully received.

They anticipated that an unqualified opinion in respect of the financial statements could be provided and that no adjustments affecting the Group and Council's reported financial position were required. It was also stated that the Council's strong financial reporting process meant that it was likely the accounts and audit process would be delivered earlier than deadlines planned for 2018.

Section 2: Audit Findings

Supplementary to the report, the key findings of the audit were highlighted including the following:

- No issues identified in respect of revenue recognition with accounting policy in line with the requirements of the CIPFA Code.
- No evidence of management override of controls and no significant issues in respect of journal controls and entries.

- No significant issues identified in terms of operating expenses and employee remuneration.
- Stated critical judgements and estimation uncertainties were in line with the CIPFA Code. The Councils approach regarding Business rate appeals provision and the calculation of depreciation of Council Housing stock was appropriate and satisfactory.
- The management's assessment of the Council and its services as a going concern were assessed as satisfactory and appropriate.
- A review of accounting policies had not identified any issues.
- Regarding Property, Plant & Equipment (PPE) estimates and judgements; it was stated that Grant Thornton were happy with the Council's approach. They did however highlight the importance of revisiting this at the end of each year where a full revaluation of PPE does not take place.
- Internal controls were found to have been operating effectively with no matters to report to the Committee.

Section 3: Value for Money

It was explained that Grant Thornton's work had highlighted that the Council had robust financial management arrangements in place and that the Medium Term Financial Plan was updated on an annual basis.

However, the audit had identified the need for the Council to find an additional £900,000 of savings between 2016-17 and 2017-18. It was acknowledged that the Council had a proven track record of delivery cost savings, £10m since 2007-08. But, steps to achieve the needed savings had to be identified if the risk presented to medium term financial health was to be removed.

It was found that the Council's arrangements to challenge economy, efficiency and effectiveness by prioritising resources, improving efficiency & productivity were sound. However, two key areas of residual risk had been identified that would need to be managed closely to ensure that they did not have any adverse impact on the organisation. These were the development of the Local Plan, and the progress of the Brightwells Development in Farnham.

In their assessment, Grant Thornton believed that the decisions that had to be taken on both issues within the forward 6 month period would have a significant effect on the Council's financial position. Due to the size, scale and resource requirement of both, it was key that a successful outcome in both could be achieved.

In summary, it was restated that in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2015. As a result, Grant Thornton confirmed its ability to propose an unqualified Value for Money conclusion.

Resulting Members Questions

During the presentation, the Committee expressed concern that only material Group accounts were included in the Grant Thornton report.

Iain Murray and Matthew Dean explained that this was normal and that the Trust appointed their own external auditors to consider the full Group accounts. Officers explained that the role of the Audit Committee was to consider only the Council accounts, and any material Group accounts, but not all of them. This Committee did not approve the Trustees' accounts. Those were taken to Council (acting as Trustees) for approval.

Members also raised the issue of the number and size of short term debts as reported in the Annual Financial Report 2014-2015 (Agenda Item 7, Annexe 1) asking for the external auditors opinion on the situation.

Iain Murray and Matthew Dean explained that this had been reviewed as part of the external audit process and that they were satisfied with the level and size of short term debts as well as with the Impairment Allowance provision. Members were informed that the Council's situation was not unique and that many other District and Borough Councils held similar levels of short term debt.

Officers described some of the causes for the debt such as overpayment of benefits due to slow central Government processes and notification from the Department for Work & Pensions. Also recipients not advising of changes in their personal circumstances and some debts being repaid by nominal weekly amounts as a result of Court Orders were also cited.

P31 Certificate

In concluding the presentation, Iain Murray explained that he would be required to keep the P31 Certificate open as a question from a member of the public regarding the Brightwell's Development had been received. Time needed to be given to allow him to reply and to give the questioner a chance to respond before he would be able to close the Certificate. It was anticipated that this would not take longer than a few weeks. Iain Murray confirmed that this letter did not include any matters relating to the 14/15 Accounts and therefore there was no reason why it should prevent the Committee from approving the Accounts.

5.6 Statement of Accounts 2014/15

5.6.1 The Committee received a report that asked them to consider and approve the Statement of Accounts for the year ended 31 March 2015 (Annexe 1) and to approve the letter of Representation for 2014/15 at their meeting on 15 September 2015.

5.6.2 The Committee were content that the Statement of Accounts had undergone sufficient scrutiny via a series of meetings and e-mail exchanges with officers in recent weeks and were also content with the answers to questions from the auditors and members.

5.6.3 Members raised concern about the size of the current Pension Fund deficit and asked Matthew Dean and Iain Murray from Grant Thornton for their opinion.

5.6.4 Grant Thornton stated that they had looked at the issue as part of the audit process and found nothing significant to report. Surrey County Council administered the Pension scheme used by Waverley and Grant Thornton were happy with the assumptions made by the Actuary. It was emphasised that Waverley's position was not unique in relation to other similar sized District and Borough Councils, such as Mole Valley, and that the appropriate disclosures had been made.

5.6.5 Officers advised Members that representatives from Surrey County Council Pension Scheme would be attending the next meeting of the Audit Committee in November to answer any further questions they had.

5.6.6 The Committee approved the Statement of Accounts and the Letter of Representation for 2014/15 and confirmed that the accounts had been prepared on a going concern basis.

5.7 Annual Audit Letter from Grant Thornton for 2014/15

5.7.1 Iain Murray, from the external auditor Grant Thornton, briefly summarised the Annual Audit Letter for 2014/15 at the meeting on 17 November 2015.

5.7.2 There had been no new messages to relay since the last meeting and the key issues and recommendations had remained the same. However, Mr Murray updated Key Issue no. 3 and confirmed its status was a medium priority item.

5.7.3 Members asked for clarification of the term 'best consideration' as used in the recommendation for key issue no.3. Iain Murray advised that the term referred to the appointment of an independent property company to produce a report that considered how to obtain the best value from the disposal of authority land in landowner mode. Their specialist view would take more than just money into account and act as a crucial piece of evidence to support any subsequent decision made by the Council.

5.7.4 The Committee also asked Iain Murray to define the use of the term 'significant recommendations' in relation to the key issues. It was explained that the procedure for weighting recommendations was prescribed by the Audit Commission. The measurement took into account such matters as strategic planning, budgeting, assessment of risk and arrangements to achieve economy and efficiency.

5.7.5 The Committee agreed the approval of the Annual Audit Letter for 2014/15.

5.8 Internal Audit Annual Report 2014/15 Activity

5.8.1 At its meeting on 23 June 2015, the Committee received the Internal Audit Annual Report which was required under the Accounts and Audit Regulations to maintain an adequate and effective internal audit of accounting records and control systems.

5.8.2 With regard to the Internal Audit Opinion, the Committee noted that the direction of travel had remained the same but Risk Management and Control were amber, unlike green for Governance, which recognised the need to work on improvement for Risk Management and Control. However, the Committee noted that overall excellent progress had been made in implementing agreed recommendations.

5.8.3 With regard to Fraud Prevention, Detection and Investigation, an analysis of the work carried out by the Housing Benefits Investigation Team together with progress being made in other Housing Tenancy Fraud investigations was reported. The Committee noted that work had been accelerated through funding provided by the Department of Communities and Local Government to form the Surrey Counter Fraud Partnership and to appoint a temporary Fraud Investigator to initially focus on housing tenancy fraud.

5.8.4 The Committee noted the figures of reported fraud cases over a 4-year period and following a question from the Internal Audit Client Manager the Committee concurred that reporting cases over a 4-year period was of value and this period should not be extended.

5.8.5 Regarding service performance the Committee noted that the contractors had not undertaken any work or activity during 2014/15 that would lead them to declare any conflict of interest. The Committee noted service performance during 2014/15 across a range of indicators and were disappointed to see the increase in the average number of days between the IACM Exit meeting and obtaining management comments and the issuing of Final Report. Members asked that Heads of Service be advised that this was not satisfactory.

5.8.6 The Committee noted the progress and the activity completed by the Internal audit Service for 2014-15 be noted, and the outcomes being achieved by investigating housing issues and working collaboratively between services and other organisations.

5.9 Pensions Presentation From Surrey County Council

5.9.1 At the meeting on 17 November 2015, Phil Triggs of the Surrey Pension Fund at Surrey County Council, gave a presentation for Members on the Actuarial Valuation of the fund which would be revalued in 2016.

5.9.2 The LGPS Deficit in 2013 stood at £47bn but with the inclusion of CPI +3% this reduced to £27bn. The options for reducing this deficit included increased contributions, improved investment returns and strategic management of liabilities.

5.9.3 The revaluation in March 2016 would take into account 5 key assumptions:

1. Discount Rate

- Reflects how the value of money decreases over time
- Based on the CPI base rate 8 (which stood at 0.5% for 81 consecutive months) +3%.
- The higher the discount rate, the lower the valuation of the scheme's liabilities.

2. Longevity

- Increased life expectancy meant that pensions would be drawn for longer.
- A single year added to life expectancy resulted in a 3% reduction in funding level.

3. Inflation

- Index linking of pensions to inflation would be likely to help reduce the pension fund liability in the current environment of -0.1% inflation.

4. Earnings/salary growth

5. Investment Strategy

In reaching the valuation, two calculations would be made. A valuation conducted by the pension fund Actuary and another based on the standardised assumptions specified by the Scheme Advisory Board. These would then be compared to create a final valuation. The 2013 calculation carried out by the Actuary of the Surrey fund came out at 72.3%, more pessimistic than the 79.3% figure coming from a valuation based on the standardised CPI+3% discount rate. It was commented that this reflected the prudence of the Surrey fund.

Other factors impacting the fund included the quality of data used in calculations; the stability and affordability of contributions; monetary based deficit payments; early retirement, ill health, significant salary increases and employer risk.

On closing the presentation, Members were invited to ask questions. Key concerns included the Chancellor's (RH George Osborne MP) plans to reduce the number of LGPS schemes by requiring them to merge leaving between 5 and 10 schemes nationally holding around £30bn each.

Phil Triggs explained that the Surrey scheme had already begun scoping possible mergers to pool assets and had held preliminary conversations with both the Cumbria and East Riding LGPS schemes. These had similar good governance arrangements and were seen as suitable potential partners. A further 9 funds had been approached.

Councillor Denise Le-Gal, speaking as the Chairman of the Surrey County Council Pension Fund Committee, also explained that these early discussions reflected a desire on Surrey's part to determine their own destiny. The Chancellor had stated that schemes that failed to pool resources could be forced to do so via back ended legislation. A combined Surrey/Cumbria/East Riding scheme would be valued at around £25bn.

Members also asked about the ability of the scheme to be proactive in managing future strains on the fund. Phil Triggs replied that the adaption of investment strategies, together with the smoothing out of contributions to allow for peaks and troughs in conditions were key to cushioning the fund from such strains.

It was agreed that a graph would be sent to members of the Committee sharing Surrey's current position.

5.10 Grant Thornton Audit of 2014/15 Housing Benefit Subsidy Return

5.10.1 Iain Murray and Matthew Dean from Grant Thornton introduced the Committee to its certification work for the Housing Benefit Subsidy return for the year 2014/15 at the meeting on 15 March 2016.

5.10.2 They explained that they were required to certify claims and returns submitted by Waverley. The certification typically took place six to nine months after the claim period and represented a final but important part of the process to confirm the Council's entitlement to funding.

5.10.3 As part of their work, Grant Thornton had identified a number of low value individual errors regarding claimants Housing Benefit calculations including incorrect entry of earned income values, incorrect entry of rent values and incorrect application of Local Housing Authority rates.

5.10.4 These errors triggered a requirement for Grant Thornton to undertake further testing before determining whether they were able to adjust and/or issue a qualification letter because the Government allow no error margins in their audit requirements. This included the testing of a sample of 40 further cases in each of the six error areas identified. Iain Murray explained that this additional work was likely to have an impact on the final fee.

5.10.5 The Committee asked about the possible causes of the errors. Iain Murray responded that due to the nature of the work and the vast amount of data entry required, it was likely that the errors were due to mistyping and that some clerical errors had to be expected.

5.10.6 The Head of Finance agreed and explained that the department had spent 13,000 productive hours and dealt with over 22,000 phone calls in handling benefit claims during 2014/15. Regular quality checks were conducted within the department and 10% of cases sampled. He explained that the total value of the errors were relatively small and the extrapolated error of £7k needs to be considered in the context of a £30million claim.

5.10.7 Iain Murray responded that the qualification letter had been sent in November 2015 and there had been no response from the DWP so it was unlikely that they had any concerns. He explained that in context, the number and type of errors was nothing unusual and similar to those seen in other local authority returns. It was agreed that Grant Thornton would provide Members with a copy of the qualification letter to enable them to see the detail, following the meeting and the plan was adopted.

5.11 Proposed Internal Audit Plan 2016/17

5.11.1 At the 15 March 2016 meeting, the Internal Audit Manager introduced the draft Proposed Audit Plan for 2016/17 and invited the Committee to comment before adopting the Plan.

5.11.2 She explained that a different approach had been taken to previous years whereby the services of an internal audit contractor, RSM, in consultation with Heads of Service and the Corporate Management Team, had been involved in the preparation of the Plan.

5.11.3 The Director of RSM, Karen Williams, was present at the meeting and asked for input from Members regarding the draft Plan and to take any requests on amending the risks to be considered, wording and scope.

5.11.4 As part of the Council's Rules of Debate that allow any member of the Council to attend and speak at a committee for which they are not a member, provided they had made the request to speak by 12pm on the day of the meeting, Councillor John Williamson was invited to use his 4 minutes to remark on the Plan.

5.12.5 He expressed concern about two major projects, namely the SPA Avoidance Strategy and the Brightwells development in Farnham.

5.11.6 Members of the Committee made several requests regarding the risk areas identified on pages 18 to 22 of the draft Plan. This included amendment of wording to items such as `Health and Safety policy`, `Recruitment of permanent and agency staff and performance management`, and `Planning applications and building control` to make the description of any action and scope of the work to be carried out more explicit.

5.11.7 Additional risks to be considered were also suggested including scrutiny of the performance of sub-contractors working on behalf of contractors engaged by the Council and of procurement.

5.11.8 Karen Williams agreed to make the requested changes and reassured Members that the Plan was a fluid document that was not set in stone and could be amended throughout the period of its life.

5.11.9 Members also raised concerns about how the priorities for the Plan had been selected and asked for sight of the wider `audit universe` to enable them to see what items have been included and those that have not.

5.11.10 It was agreed that Karen Williams of RSM would make the requested changes to the draft Internal Audit Plan, that the Internal Audit Manager would provide the Committee with the `audit universe`, and that the Plan be adopted for 2016/17 subject to the amendments requested.

5.12 Counter Fraud Investigation

5.12.1 The Internal Audit Manager provided the Committee with an update on the progress that had been made on work being completed as part of the Surrey Counter Fraud Partnership at the meeting on 15 March 2016 as at 31 December 2015 at the third quarter. This included the investigation of all types of fraud barring Housing Benefit fraud which is now investigated by the Department for Work & Pensions. 1 Year of work had been supported in full with funding from the Department for Communities & Local Government to assist in combating fraud.

Key findings included:

- 5 Council properties that had not been occupied by the tenant in accordance with the Tenancy Agreements terms and conditions being recovered and subsequently made available to be re-let to residents on the waiting list.
- 3 housing applications and 5 right-to-buy applications had been refused as the information provided to the Council did not reflect the true circumstances of the applicant.

5.12.2 The value of financial savings was £534,310 based on notional Audit Commission figures. However, those notional figures did not include the real value to Waverley, as it cost on average £200,000 to build a new house and where tenancies had been relinquished these had then been allocated to those on the waiting list. As five tenancies had been recovered this equated to £1million not being required to replace those properties.

5.12.3 The Committee were very pleased with the success of the investigation and thanked Officers for their great work.

5.12.4 Members were advised that following further partnership funding together with money from savings made across the Council, the counter fraud investigation would continue for another year.

5.12.5 Officers commented that the outlay was money well spent when the potential returns were so high, especially at a time of financial strain.

5.12.6 It was agreed that the Committee continue its support of such work and the Internal Audit Manager will provide each meeting of the Audit Committee going forward with a quarterly summary of current progress of the continuing counter fraud investigation.

Recommendation

It is recommended that the work carried out by the Audit Committee in 2015/16 be noted.

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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EXEMPT ANNEXE 1

WAVERLEY BOROUGH COUNCIL

AUDIT COMMITTEE – 21 JUNE 2016

REPORT TO THE COUNCIL MEETING – 19 JULY 2016

Title:

AUDIT COMMITTEE ANNUAL REPORT 2015/16 AND TERMS OF REFERENCE

EXEMPT ITEMS

**4. REVIEW OF EXEMPT ITEMS CONSIDERED BY THE AUDIT COMMITTEE
2015/16**

4.1 Risk Management

4.1.1 15 September 2015

4.1.2 The Committee received an updated Corporate Risk Register as refreshed by Heads of Service and considered the risk matrix.

4.1.3 The Committee believed that the risk profile impact of No.12 – New Council Homes was such that it should be moved from significant to critical as there would be considerable amount of impact by not delivering sufficient council homes.

4.1.4 Regarding Risk Profile 10 – Emergency Planning, members were concerned that this risk in relation to an incident at the Council's offices was very high as the Council offices had been designated a SEVERE risk. Therefore, members would like consideration to be given to raising the risk level of this issue from critical to devastating and the likelihood rating raised above low. Officers would report back to the Heads of Service team for consideration.

4.1.5 Officers advised that Senior Management drew up the risk management grid and it was periodically brought to Audit Committee for views and challenges. Members said it would be helpful if changes to the grid from a previous report be identified by up/down/level arrows and requested that they are incorporated in the next report.

4.1.6 Members requested that the Police be asked to give an independent assessment of the risk level associated with the Council offices.

4.2 Update On Fraud Investigation

4.2.1 At its meeting on 15 March 2016, the Committee received a verbal update from the Director of Finance & Resources in relation to the Internal Audit Investigation and noted the comprehensive minute from the November 2015 meeting that was circulated to all councillors in the December 2015 full Council Agenda.

4.2.2 He explained that matters were continuing to progress and that the Council's lawyers were in communication with the Council's Bank in attempting to recover the remaining monies.

4.2.3 The person accused of committing the fraud had been charged by the Police and would be appearing at Crown Court in the near future.

4.3 Update On Pay By Phone Contract

4.3.1 The Director of Finance & Resources and the Borough Solicitor provided the Committee with an update on the `pay-by-phone` contract.

4.3.2 In early 2015, the Council had entered into a contract (based upon a Surrey County Council framework agreement) with Benrose to provide a pay-by-phone service in the authority's car parks across the Borough.

4.3.3 Three other local authorities in Surrey had engaged the services of Benrose including Guildford, Elmbridge and Spelthorne.

4.3.4 During August 2015 the Council had experienced problems receiving the money collected by Benrose from residents using the pay-by-phone service.

4.3.5 Following unsuccessful discussions with the company, the Council issued a notice to terminate its contract in November 2015.

4.3.6 The Council has appointed a litigation team to continue legal discussions with Benrose to secure full reimbursement and these discussions were ongoing at the time of the meeting.

4.3.7 An alternative supplier of a similar pay-by-phone parking service had been found, Cobalt Telephone Technologies (using the Ring-Go system) and the Council was in the late stages of agreeing to procure their services.

4.3.8 Members were reassured that no third party would handle any monies under the new contract and that it would require all parking charges collected to be paid directly into the Council's accounts at the end of each day.

ANNEXE 2

AUDIT COMMITTEE CHAIRMAN ROLE DESCRIPTION

Purpose

1. To provide leadership of and direction to the Committee
2. To demonstrate to the public that Waverley is committed to high standards of Corporate Governance
3. To ensure that adequate resources (financial and officer support) are identified and sought from the Council
4. To chair and manage Committee meetings and ensure the Committee achieves its terms of reference

Duties and responsibilities

1. To encourage Committee members to obtain necessary skills to contribute the work of the Committee and to work with officers to provide training if necessary
2. To endeavour to engage all members of the Committee in its activities
3. To lead the Committee, in consultation with officers, in prioritising its work
4. To develop a constructive relationship with the appropriate officers, their staff and where appropriate, with relevant portfolio holders
5. To be willing to learn about the professional disciplines and services relevant to the work of the Committee
6. To Chair the Committee in a fair and open manner and encourage members in their role of promoting and maintaining high standards of Corporate Governance.

AUDIT COMMITTEE CHAIRMAN PERSON SPECIFICATION

To fulfil his or her role as set out in the role description, an effective Audit Committee Chairman requires:

Providing leadership and direction:

- Commitment to highest standards of financial management
- Understanding of the Council's role in providing value for money
- Communication skills
- Knowledge of financial and governance issues
- Ability to manage the work of the committee
- Ability to support and develop necessary skills in fellow members of the committee

Promoting the role of the Audit Committee:

- Understanding and appreciation of the financial and governance framework
- Ability to inspire and enthuse Committee members for the work of the Committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them
- Reinforcing public confidence in the work of the Committee and the Council's commitment to value for money

Internal governance, ethical standards and relationships:

- Knowledge and understanding of the Corporate Governance processes and protocols
- Knowledge of and commitment to the values of the Council
- Knowledge of the basic financial framework of an Audit Committee.

ANNEXE 3

AUDIT COMMITTEE MEMBER ROLE DESCRIPTION

Purpose

1. To participate in the proactive work of the Audit Committee in maintaining and improving high standards of financial governance and developing value for money.

Duties and responsibilities

1. To be aware of the particular nature of the work of the Audit Committee
2. To have sufficient knowledge to contribute to the function of the Committee
3. To promote and support good financial governance by the Council
4. To understand the respective roles of members, officers and external parties operating within the Audit Committee's area of responsibility
5. To have an interest in all areas of Waverley's activities
6. To be committed to promoting value for money.

AUDIT COMMITTEE MEMBER PERSON SPECIFICATION

To fulfil his or her role as laid out in the role description, an effective Member of an Audit Committee requires the following:

Understanding the nature of the Audit Committee:

- Commitment to high standards of Corporate Governance
- Knowledge of financial management and procedures
- Maintenance of knowledge
- Objectivity and judgement

Governance, ethical standards and relationships:

- Knowledge and understanding of the audit process, Code of Conduct(s) and protocols
- Knowledge of and a commitment to the values of the Council
- Commitment to transparency and high standards of conduct.

-

ANNEXE 4

The Audit Committee met four times, on 23 June, 15 September and 17 November 2015, and 15 March 2016. The membership and attendance at meetings is detailed below:

	23 June 2015	15 Sept. 2015	17 Nov. 2015	15 March 2016
Cllr Jim Edwards (Chairman)	X	X	X	X
Cllr John Gray (Vice-Chairman)	X	X	X	X
Cllr Andrew Bolton		X	X	X
Cllr Jenny Else		X	X	X
Cllr Ged Hall	X	X		X
Cllr Stephen Hill	X	X	X	X
Cllr Richard Seaborne	X		X	X

X = In attendance.

■ = Not in attendance.

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WAVERLEY BOROUGH COUNCIL

MINUTES OF THE LICENSING AND REGULATORY COMMITTEE - 7 JULY 2016

SUBMITTED TO THE COUNCIL MEETING – 19 JULY 2016

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

Present

Cllr Simon Inchbald (Chairman)	Cllr Peter Isherwood
Cllr Patricia Ellis (Vice Chairman)	Cllr Carole King
Cllr Maurice Byham	Cllr Robert Knowles
Cllr Kevin Deanus	Cllr Libby Piper
Cllr John Fraser	Cllr Bob Upton
Cllr Tony Gordon-Smith	

Apologies

Cllr Mike Hodge

1. APPOINTMENT OF CHAIRMAN (Agenda item 1.)

Cllr Simon Inchbald was confirmed as Chairman of the Licensing and Regulatory Committee for the Council Year 2016/17.

2. APPOINTMENT OF VICE-CHAIRMAN (Agenda item 2.)

Cllr Patricia Ellis was confirmed as Vice-Chairman of the Licensing and Regulatory Committee for the Council Year 2016/17.

3. MINUTES (Agenda item 3.)

The Minutes of the last Meeting that took place on 18 April 2016 were confirmed and signed.

4. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (Agenda item 4.)

There were apologies received from Councillor Mike Hodge.

5. DECLARATIONS OF INTEREST (Agenda item 5.)

There were no declarations of interest.

LICENSING ACT 2003 ITEMS

There were no items for discussion under this heading.

OTHER LICENSING ITEMS

PART I - RECOMMENDATIONS TO THE COUNCIL

There were no matters failing within this category.

6. SCHEME OF DELEGATION - VEHICLE PLATE EXEMPTIONS (Agenda item 9.)

The Committee was advised that under Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976, private hire vehicle proprietors (licensees) were required to exhibit on their vehicles the vehicle licence plates provided by the Council.

The Committee noted that Section 75(1) of the Act enabled the Council, generally, to grant an exemption from the requirement to display licence plates on private hire vehicles on occasions specified by the authority or on an occasion, provided that the notice of exemptions was carried in the vehicle.

The Committee was advised that there was currently no delegation to officers to grant an exemption from the requirement to display a private hire plate which meant that they had to wait until the next Licensing (General Purposes) Sub-Committee for their application to be considered. This placed an additional burden on the Sub-Committee and a lengthy process for the driver.

The Committee noted that the applications were generally straightforward and it was therefore recommended that authority be delegated to officers to be able to grant plate exemptions in consultation with the Chairman and Vice-Chairman of the Sub-Committee, subject to the receipt and consideration of supporting documentation and evidence from the application as to why it was essential to their chauffeur or executive business. The Committee therefore

RECOMMENDS that

- 1. authority be delegated to the Head of Policy and Governance, Democratic Services Manager, Licensing Manager, in consultation with the Chairman and Vice Chairman of the Licensing (General Purposes) Sub-Committee, to grant an exemption from the requirement to display a vehicle licence plate on a private hire vehicle, and the Scheme of Delegation be amended accordingly.**

PART II - MATTERS OF REPORT

The background papers relation to the following items are as set out in the reports included in the original agenda papers.

7. TAXI POLICY - CHILD SEXUAL EXPLOITATION (Agenda item 8.)

The Committee received an update report on Child Sexual Exploitation (CSE) training and future proposals for mandatory training regarding CSE and safeguarding for licensed Hackney Carriage and Private Hire Drivers/operators. The Committee was asked to note the work being taken and to ask officers to investigate options for the provision of a training resource for all drivers to undertake and report back.

The Committee was advised that in the wake of recent CSE incidences and as a result of the attention that grooming and other forms of exploitation was now receiving, the Government had put an additional focus on combating CSE. Several recommendations had emerged from the various reports commissioned by the

Government into CSE. A key recommendation had been that Councillors should have a greater appreciation of issues around it. Furthermore, a recommendation highlighted the need of those with a responsibility for confronting and tackling CSE to be aware of the potential role that taxis could play in facilitating abuse, ensure that only those who were fit and proper held a licence and that there were robust procedures in place for dealing with complaints.

The Committee agreed that it was essential that licensed drivers were aware of the warning signs that could indicate when a passenger was at risk of trafficking or CSE, and that training was made available or had been undertaken to assist those in the taxi trade to deal with such scenarios and report them to the relevant authorities.

The Committee noted that last year all licensed Hackney Carriage and Private Hire Drivers/Operators were invited to attend a Safe-guarding Course delivered by Surrey Police. Of 290 Licensees, 45 attended the course. Officers wanted to impose a mandatory course which was envisaged that new applicants would have to undertake as part of their application whilst existing drivers would be given a period of time to complete it.

RESOLVED that

1. the work currently being undertaken by officers on Child Sexual Exploitation be noted and officers report back with any proposed amendments to the Council's Taxi Licensing Policy in due course; and
2. officers be instructed to investigate options for the provision of a mandatory training resource for all drivers to undertake and report back to a future meeting.

The meeting commenced at 10.00 am and concluded at 10.09am

Chairman

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